



AGENDA

PLANNING AND ZONING COMMISSION

Regular Meeting: March 5, 2025 at 7:30 PM

Jeffrey S. Braiman Council Chambers

Fifty Raupp Blvd, Buffalo Grove, IL 60089

1. Call to Order

2. Public Hearings/Items for Consideration

Public Comment is limited to items that are on the agenda for discussion. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business. All members of the public addressing the Planning and Zoning Commission shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Planning and Zoning Commission may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

- A. Consideration of a Variation to the Fence Code pertaining to fences in residential districts for the purpose of replacing an 8-foot solid fence at the property line along Route 83 / McHenry Road at 1125 Devonshire Road (Trustee Weidenfeld, Andrew Binder)
- B. Consideration of a Request for a Special Use for a Home Daycare at 456 Chicory Lane (Trustee Weidenfeld, Andrew Binder)
- C. Consideration of a Variation to the Village Zoning Ordinance to construct a 3-season room that would encroach in the rear yard setback at 1400 Madison Drive (Trustee Weidenfeld, Andrew Binder)

3. Regular Meeting

- A. Other Matters for Discussion
- B. Approval of Minutes
 - 1. January 15, 2025 - Draft Planning & Zoning Commission Meeting Minutes
- C. Chairperson's Report
- D. Committee and Liaison Reports
- E. Staff Report/Future Agenda Schedule
- F. **Public Comments and Questions**

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

4. Adjournment

The Planning and Zoning Commission will make every effort to accommodate all items on the agenda by 10:30 P.M. The Commission does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 P.M.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 847-459-2500 to allow the Village to make reasonable accommodations for those persons.





AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: March 5, 2025

AGENDA ITEM 2.A.

Consideration of a Variation to the Fence Code pertaining to fences in residential districts for the purpose of replacing an 8-foot solid fence at the property line along Route 83 / McHenry Road at 1125 Devonshire Road

Contacts

Liaison: Trustee Weidenfeld

Staff: Andrew Binder

Staff Recommendation

Staff recommends approval.

Recommended Motion

The PZC moves to grant a variation to Section 15.20.040 of the Buffalo Grove Fence Code to allow the installation of an 8-foot solid wood fence that exceeds the maximum height of a fence that abuts a major roadway along Route 83/McHenry Road at 1125 Devonshire Road, provided the fence shall be installed in accordance with the documents and plans submitted as part of this petition.

Summary

The Petitioner is proposing to remove and replace an existing 8-foot solid fence at the south property line along Route 83/McHenry Road at 1125 Devonshire Road. The Planning and Zoning Commission shall open a public hearing, take testimony, and vote to approve or deny the fence variation request.

File Attachments

1. 1125 Devonshire - Staff Report
2. 1125 Devonshire - Plan Set
3. 1125 Devonshire - 1995 PZC Case File





VILLAGE OF BUFFALO GROVE PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date:	March 5, 2025
Subject Property Location:	1125 Devonshire Rd, Buffalo Grove, IL 60089
Petitioner:	Ronald Borok, 1125 Devonshire Rd, Buffalo Grove, IL 60089
Prepared By:	Andrew Binder, Associate Planner
Request:	The petitioner seeks approval for a Fence Code variation, Section 15.20.040, to replace an 8-foot solid fence along the south property line abutting Route 83/McHenry Road.
Existing Lane Use and Zoning:	The property is improved with a single-family home currently zoned R-9A.
Comprehensive Plan:	The Village Comprehensive Plan calls for this property and the immediate neighborhood to be single-family, detached.

PROJECT BACKGROUND

The Petitioner is proposing to remove and replace an existing 8-foot solid fence at the south property line along Route 83/McHenry Road at 1125 Devonshire Road, *as shown in red in Figure 1.*

PLANNING & ZONING ANALYSIS

- The subject property is an interior residential lot that borders Route 83/McHenry Road to the south. An 8-foot solid privacy fence currently stands along the south property line.
- In 1995, the property was approved for a fence variation for the existing 8-foot solid fence. The newly proposed fence requires the same variation that was approved in 1995. The Village's Code requires that if a fence, for which a variation is granted, is removed or replaced by more than 50%, the new fence must adhere to the Village's current fence code or request a new variation.
- The property owner seeks to remove and replace the 8-foot solid fence in the exact location and at the same height as the existing fence. A variation is required because it exceeds the height limit for a fence



Figure 1: Subject Property

that borders a major roadway, where the maximum height is 6 feet. The proposed fence meets all other fence code requirements.

- The proposed fence will align with the adjacent properties' fences along Route 83/McHenry Road and match the height of the neighboring fences, *as shown in Figure 2*. The neighboring properties were also granted fence variations in 1995.
- Village Staff has no concerns or issues with the replacement of the existing fence in its exact location and height, as there have been no issues over the last 30 years, and the fence will maintain the current character of the neighborhood.



Figure 2: Subject Fence Along McHenry Road (Source: Google Street View)

VARIATION REQUESTED

1. A fence variation from **Section 15.20.040.D** of the Buffalo Grove fence code, which states that *Either solid or opaque fences, to a height not to exceed six feet, may be erected, placed and maintained on a residentially zoned property, which abuts a: 3. Major streets and highways (as defined in the Village Transportation Plan).*

DEPARTMENTAL REVIEWS

Village Department	Comments
Building	The Village building team reviewed the plans and does not have any concerns.

STANDARDS

The Planning & Zoning Commission is authorized to grant variations to the Fence Code based on the following criteria:

1. The plight of the owner is due to unique circumstances;
2. The proposed variation will not alter the essential character of the neighborhood;
3. There are practical difficulties or particular hardships in carrying out the strict letter of this Chapter which difficulties or hardships have not been created by the person presently having an interest in the property; and,
4. The proposed variation will not be detrimental to the public health, safety and welfare.

The petitioner has provided a written response to the variation standards included in this packet.

SURROUNDING PROPERTY OWNERS

Pursuant to Village Code, the contiguous property owners were notified, and a public hearing sign was posted on the subject property. The posting of the public hearing sign and the mailed notifications were completed within the prescribed timeframe as required. As of the date of this Staff Report, the Village has not received any inquiries regarding the requested variation.

STAFF RECOMMENDATION

Staff recommends **approval** of the fence variation request at 1125 Devonshire Road, subject to the conditions listed in the PZC motion due to the fence being replaced in the same footprint and same height as the existing fence while also being in line with the adjacent properties' fences to match the character of the surrounding area.

ACTION REQUESTED

The Planning & Zoning Commission (PZC) shall open the public hearing and take public testimony concerning the variation request. The PZC shall make the final decision on whether or not to approve the variation. If the PZC denies the request, it can be appealed to the Village Board.

Suggested PZC Motion

The PZC moves to grant a variation to Section 15.20.040 of the Buffalo Grove Fence Code to allow the installation of an 8-foot solid wood fence that exceeds the maximum height of a fence that abuts a major roadway along Route 83/McHenry Road at 1125 Devonshire Road, provided the fence shall be installed in accordance with the documents and plans submitted as part of this petition.

ATTACHMENTS

- Response to Variation Standards
- Plat of Survey with Proposed Fence (X-X-X)
- Fence Specification Sheet
- 1995 PZC Variation Approval Documents

VILLAGE OF
BUFFALO GROVE

Criteria for Fence Variation

1. The Plight of the Owner is due unique circumstances;

Response:

Route 83 was raised behind my house 2 to 3 feet above the ground level of my house and the sidewalk next to Route 83 on the SE side of the road. This was done in the 1990s when the road was reconstructed, and the sidewalk was built.

2. The proposed variation will not alter the essential character of the neighborhood;

Response:

Currently, there are 7 or 8 other homes which backup to Route 83 which each have 8 foot fences which obtained variations at the same time when my original variation was obtained.

3. There are practical difficulties or particular hardships in carrying out the strict letter of this chapter which difficulties or hardships have not been created by any person presently having an interest in the property;

Response:

When I moved to the property Route 83 was a 4 lane highway without a median tree line strip between the northbound and south bound lanes and the street was at a lower level and further from the property lines. At the time the road was being reconstructed, they even considered making a two lane left turn going eastbound on Busch Parkway which would have required a portion of my property to acquired thru eminent domain. Fortunately, this did not happen.

4. The proposed variation will not be detrimental to the public health, safety and welfare

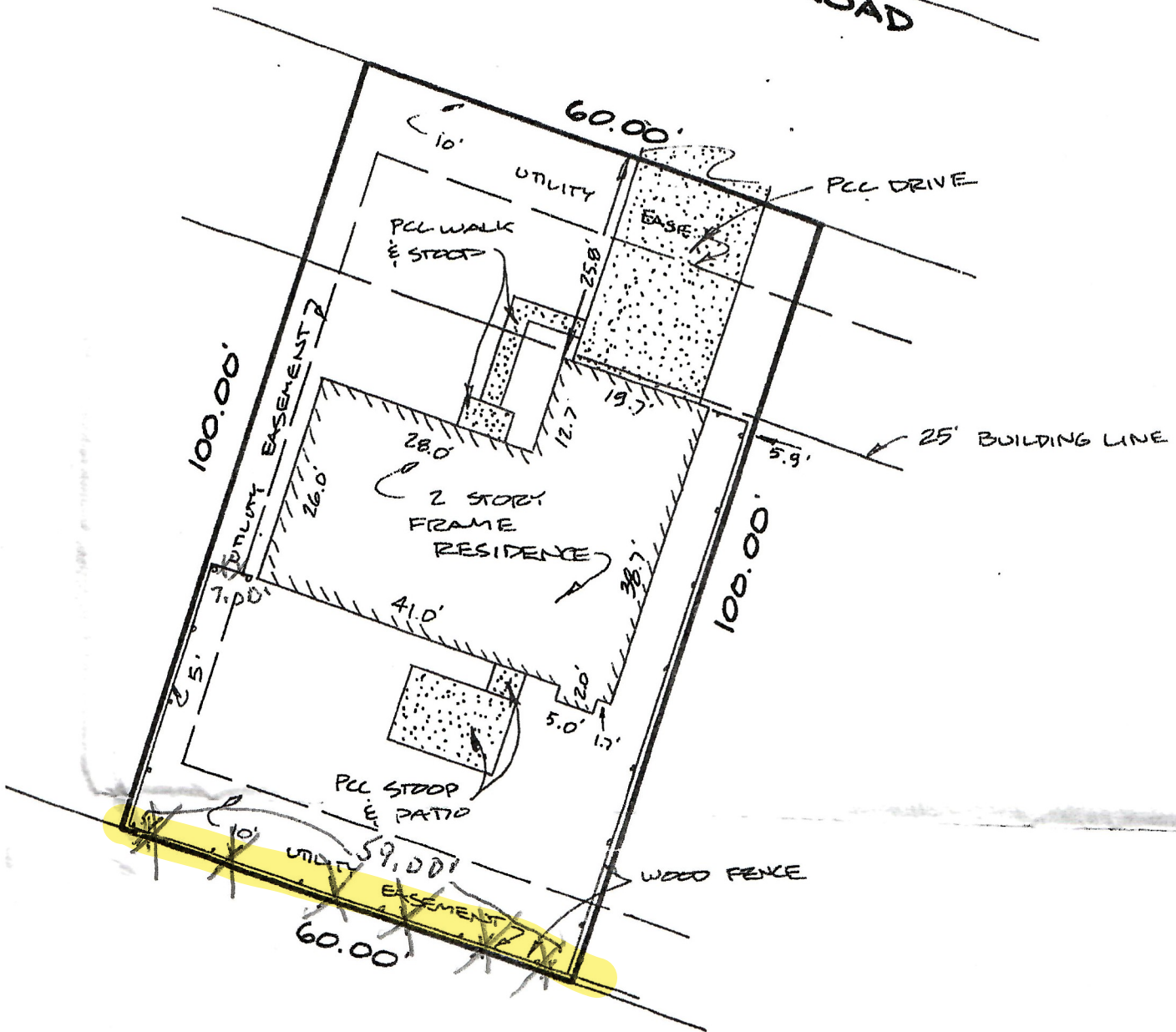
Response:

An 8-foot fence will not cause any detrimental visual views at any intersection of traffic vehicles at my property location.

EXHIBIT
B
30'

DEVONSHIRE

ROAD



PLAT OF SURVEY
of

Lot 58 in DEVONSHIRE, UNIT NO. 1, being a sub. in that part of the E $\frac{1}{2}$ of the SW $\frac{1}{4}$ of Sec. 29, T. 43 N., R. 11 E. of the 3rd P.M., according to the plat thereof recorded June 23, 1977, as Doc. No. 1845458 in Book 60 of Plats, page 32 and corrected by Certificate of Correction recorded July 7, 1977, as Doc. No. 1848638 and August 10, 1977, as Doc. No. 1856944, in Lake County, Illinois.

PLEASE COMPLETE ALL APPLICABLE INFORMATION

New Construction / Interior Remodel

Improvement (area of remodel) sq ft: _____
Use Group: _____ Zoning: _____ Type of Construction: _____
Dimensions of Bldg: _____ Stories: _____ Front: _____ Depth: _____ Height: _____
No. of sq. ft. per floor: _____ Total sq ft of bldg.: _____ Total volume of bldg.: _____
No. of bedrooms: _____ Basement: Full / Crawl / Slab Garage: Attached / Detached

Mechanical

Type of Heat: _____ BTU: _____ High Efficiency? Y / N
A/C size: _____ ton New location? Y / N Other: _____

Electrical

No. of 15amp Circuits: _____ No. of 20amp Circuits: _____ No. of 30amp Circuits: _____
No. of 40/50/60amp Circuits: _____ No. of _____ Circuits: _____
Service Size: _____ New or Existing: _____ No. of feeder circuits: _____ Size: _____
No. of Motors: _____ No. over ¾ HP: _____ No. under ¾ HP: _____
Low Voltage System Type: _____ Burglar Alarm Type: Wired / Wireless

Plumbing

No. of Fixtures: _____ No. of Cleanouts: _____ No. of Floor Drains: _____ No. of Sump Pumps: _____
No. of Water Heaters: _____ Type: _____ No. of gas pipe openings: _____
No. of Backflow Prevention Devices: _____ New / Replacement No. of Lawn Sprinkler Heads: _____

Accessory Structure – Shed / Deck / Generator / Cell Tower / Detached Garage / Gazebo / Trailer

Dimensions: _____ Total square feet: _____ Height: _____

Driveway / Apron

Dimensions: _____ Expansion: Y / N Driveway Material: Concrete / Asphalt / Brick Apron Material: Concrete / Brick
Width of driveway at sidewalk: _____ Width of apron at sidewalk: _____ Width of apron at curb: _____

Patio / Sidewalk

Dimensions: _____ Total square feet: _____ Material: Concrete / Brick Pavers

Fence

Height: 8 FT + 5 FT Linear feet: 59 + 7 Style: SOLID

Sewer Repair

Cleanout? Y / N Distance from foundation: _____ ft Work in R.O.W.? Y / N (If yes, \$1000 ROW bond required)

Sign

Type: _____ Dimensions: _____ Sq Ft: _____ Illuminated? Y / N
Temporary Dates: _____

Swimming Pool

Type: Hot Tub / Spa / Above Ground / In Ground

Fire Alarm

Type: New / Modification No. of Fire Alarm System Devices: _____ System: Wired / Wireless

Fire Suppression

Type: New/Modification System type: _____ RPZ: Y / N
No. of Firepumps: _____ No. of Standpipes: _____ No. of Fire Sprinkler Heads: _____

Elevator

New / Modification? Type: _____ Power Type: _____ No. of stories: _____

Village Time Stamp:

VILLAGE OF BUFFALO GROVE

City of Buffalo Grove, IL 60089-2130 | Phone: 847-434-2000 | Fax: 847-277-4044
www.vbg.org | permit@vbg.org

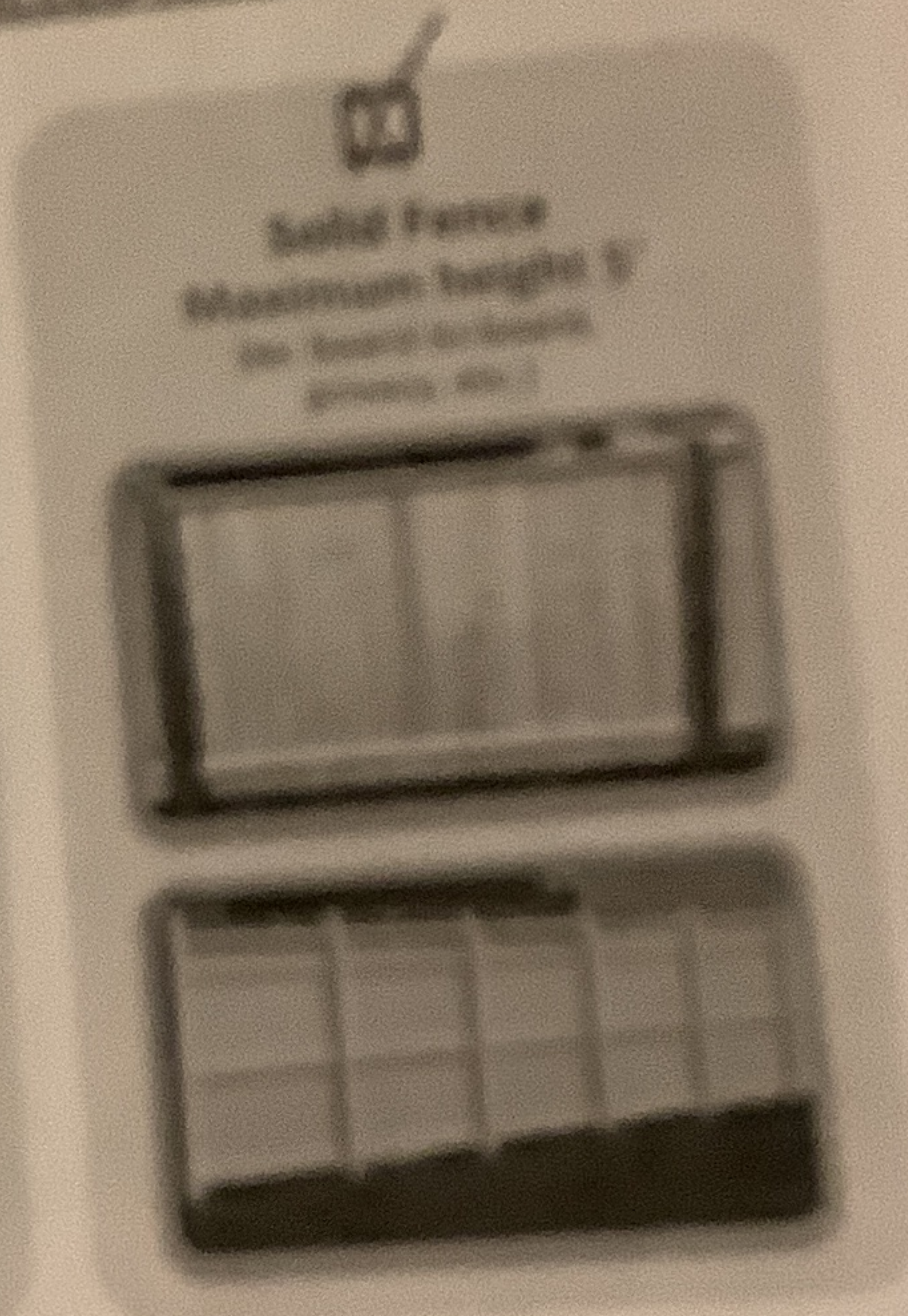
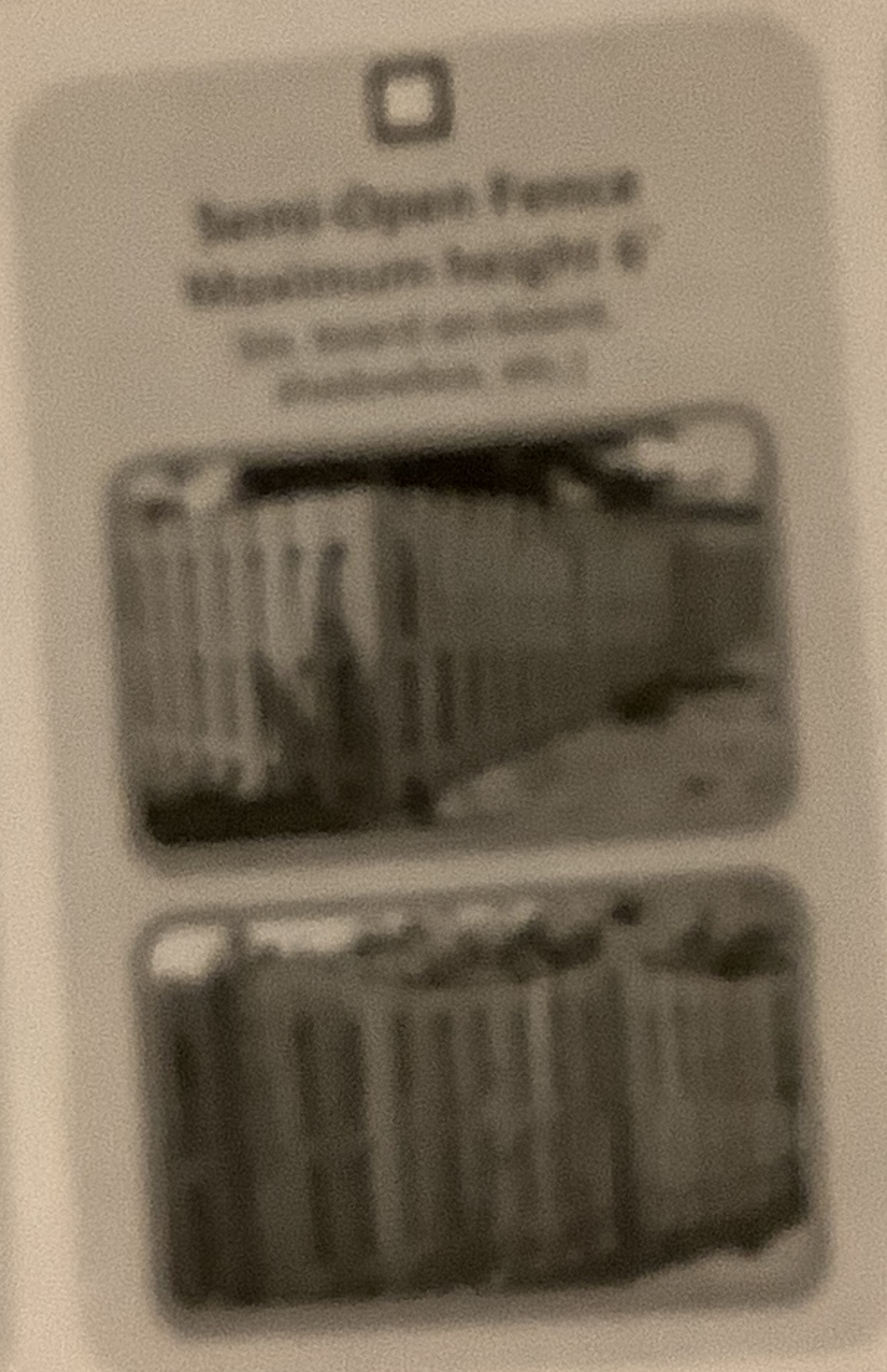
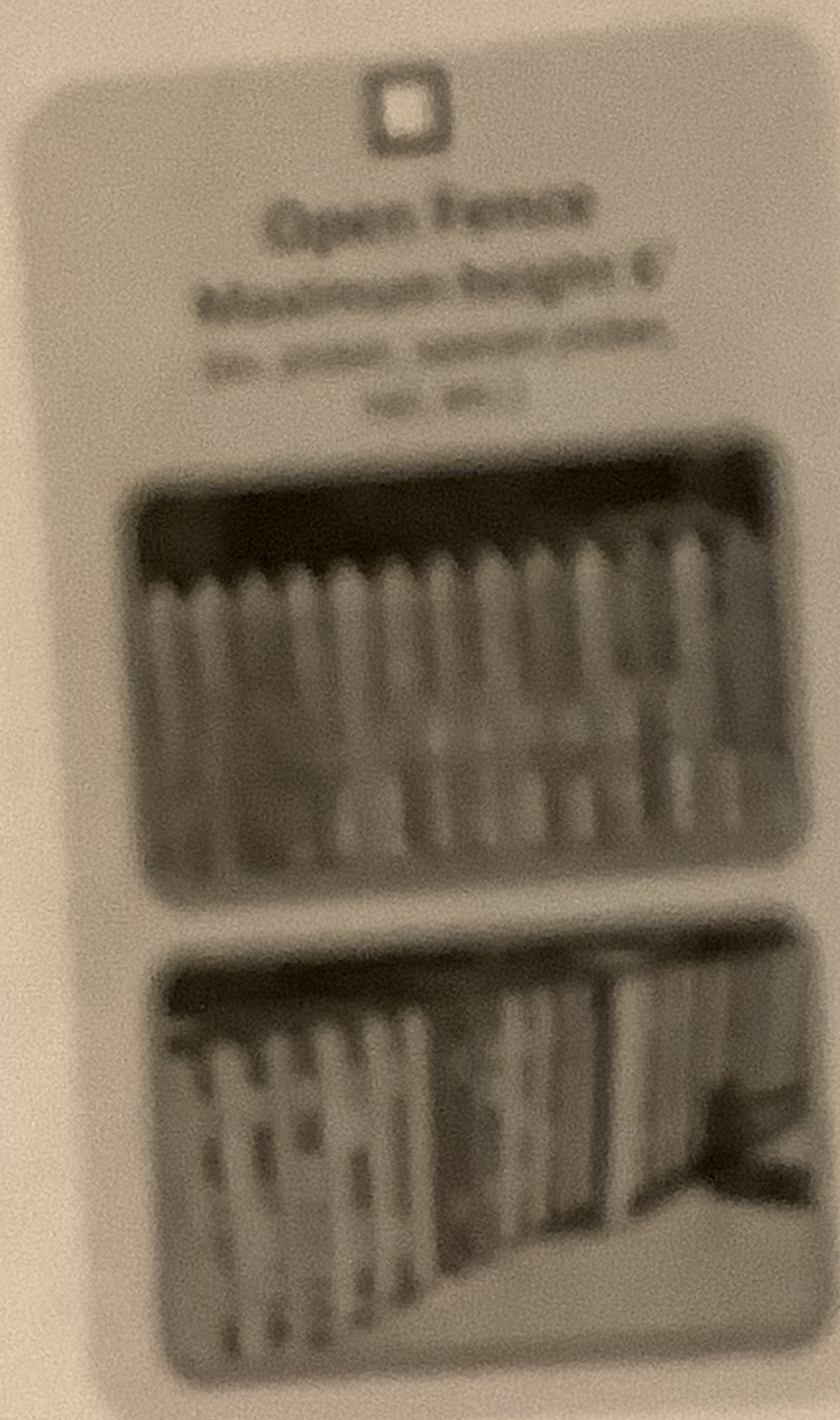


AFFIDAVIT OF COMPLIANCE

THIS FORM MUST BE SUBMITTED WITH THE PERMIT APPLICATION

Property Address: 1125 Devonshire Rd

PLEASE INDICATE THE STYLE OF FENCE BEING INSTALLED (CHECK ONE)



I, Ronald Brook, certify that the fence being installed at the property address listed above matches the style indicated and is 6 feet in height.

- I understand that the fence height is measured from the existing approved grade and includes all appurtenances and attachments to the fence.
- I further understand that if the installed fence differs from the type and height identified above and approved on the permit, I will be required to remove the fence, modify the fence, and/or reduce the height to a height allowed by code.

Print Name of Homeowner: Ronald Brook Date: 12/2/24

Phone: 847-634-2081 Email: HALBROOK@ATT.NET

Signature of Homeowner: Ronald Brook



TO: ZONING BOARD OF APPEALS COMMISSIONERS

FROM: Edward Schar
Deputy Building Commissioner

DATE OF PUBLIC HEARING - Tuesday, May 16, 1995
7:30 P.M. - Council Chambers
Village Hall, 50 Raupp Boulevard

RE: 1125 Devonshire Road, Ronald and Robin Borok

Attached please find the application and exhibits that have been submitted for the following variance:

Request is being made by Ronald and Robin Borok, 1125 Devonshire Road, for variance of Municipal Code, Section 15.20.040, for the purpose of constructing an eight foot (8') wood fence along the rear lot line abutting Route 83.

Notice of this public hearing was published in the Buffalo Grove Herald on Friday, April 28, 1995.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,



Edward Schar
Deputy Building Commissioner

ES/sb
attachments

that the Zoning Board of Appeals, Village of Buffalo Grove, will hold a Public Hearing on Tuesday, May 16, 1995 at 7:30 P.M. in the Council Chambers of the Village Hall, 50 Raupp Boulevard.

Request is being made by Ronald and Robin Borok, 1125 Devonshire Road, for variance of Municipal Code, Section 15.20.040, for the purpose of constructing an eight foot (8') wood fence along the rear lot line abutting Route 83.

Lot 58 in Devonshire Unit No. 1, being a subdivision in that part of the East Half of the Southwest Quarter of Section 29, Township 43 North, Range 11, East of the Third Principal Meridian according to the plat thereof, recorded June 23, 1977 as Document No. 1845455 in Book 60 of Plats, Page 32 and corrected by certificates of correction recorded July 7, 1977 as Document No. 1846638 and August 10, 1977 as Document No. 1856944, in Lake County, Illinois.

RICHARD HEINRICH
Chairman
Zoning Bd. of Appeals
Village of Buffalo Grove
Published in Buffalo Grove
Herald, Long Grove Herald
April 28, 1995. (070380)C

VILLAGE OF
BUFFALO GROVE

Department of Building & Zoning
5555 Raupp Blvd



APPLICATION FOR VARIATION

ZONING BOARD OF APPEALS

ZONING BOARD OF APPEALS

EXHIBIT B

APPLICANT RONALD + ROBIN BOROK

ADDRESS 1125 DEVONSHIRE ROAD
BUFFALO GROVE

PHONE 708 634-2081

ADDRESS OF SUBJECT PROPERTY SAME AS ABOVE

PROPERTY IS LOCATED IN THE R-9A ZONING DISTRICT

LEGAL DESCRIPTION OF SUBJECT PROPERTY: SEE ATTACHED PROOF OF OWNERSHIP

PURPOSE OF VARIANCE: CHANGE CURRENT VARIANCE OF 6 FT
FENCE TO 8 FT FENCE

SECTION OF ZONING ORDINANCE OR MUNICIPAL CODE FROM WHICH VARIATION IS REQUESTED:

FENCE CODE VARIANCE 15.20.040

Applicant must submit a letter stating what the practical difficulties or particular hardships are in carrying out the strict letter of the Zoning Ordinance and describing the proposed work or change in use.

A plat of survey or plot plan drawn to scale must be attached hereto and made a part of this application.

Petitioner must submit proof of ownership such as a deed, title insurance policy, trust agreement, etc..

I (we) hereby certify that the legal title to the premises being the subject of this application is vested in RONALD + ROBIN BOROK and that all statements contained in this application are true and correct. I (we) further understand that any misrepresentation in connection with this matter may result in a denial of the relief sought. Furthermore, I (we) have attached a list containing the names from the property owners of all contiguous property if for a fence variation; of all property owners within five-hundred (500) feet in each direction of the subject property if for a sign variation; and the property owners of all the property within two hundred fifty (250) feet in each direction of the subject property for all other variations; exclusive of public ways, as such are recorded in the Office of the Recorder of Deeds of Cook County and/or Lake County.

Ronald + Robin Borok
APPLICANT

OWNER, ~~PARTNER IN TITLE~~, CORPORATE OFFICER,
~~BENEFICIARY OF TRUST~~ AGENT
(Strike out all but applicable designation)

If signed by an agent, a written instrument executed by the owner under oath, establishing the agency, must accompany this application.

FILING FEES MUST ACCOMPANY THIS APPLICATION

FEE PAID \$ 55.00 RECEIPT NUMBER 116344 DATE 4-18-95

7/31/90

WARRANTY DEED

2019173

Joint Tenancy Illinois Statutory

MAIL TO:

NAME RONALD BOROK
ADDRESS 1125 DEVONSHIRE ROAD
BUFFALO GROVE, ILL. 60089
CITY, STATE, ZIP

ZONING BOARD OF APPEALS

EXHIBIT G

THE GRANTOR ROBERT M. WILLIAMS II and DIANE C. WILLIAMS, husband and wife, of 1125 Devonshire Road,

of the City of Buffalo Grove County of Cook State of Illinois

for and in consideration of TEN AND 00/100 (\$10.00) DOLLARS
and other good and valuable considerations in hand paid.

CONVEY AND WARRANT to ROBERT BOROK and ROBIN BOROK, his wife

of the City of Wheeling County of Lake State of Illinois

not in Tenancy in common, but in JOINT TENANCY, the following described Real Estate situated in the County of McHenry, State of Illinois, to wit:

Lot 58 in Devonshire Unit No. 1, being a subdivision in that part of the East Half of the Southwest Quarter of Section 29, Township 43 North, Range 11, East of the Third Principal Meridian according to the plat thereof, recorded June 23, 1977 as Document No. 1845458 in Book 60 of Plats, Page 32 and corrected by certificate of correction recorded July 7, 1977 as Document No. 1848638 and August 10, 1977 as Document No. 1856944, in Lake County, Illinois.

Commonly known as 1125 Devonshire Road, Buffalo Grove, Illinois 60089.

PIN: 15-29-307-005.

RETURN TO
NORTH AMERICAN TITLE COMPANY
1680 S. MILLWAUKEE
LIBERTYVILLE, IL. 60048

PAID

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois. TO HAVE AND TO HOLD said premises not in tenancy in common, but in Joint Tenancy forever.

DATED this 19th day of August 1987.

Robert M. Williams II
ROBERT M. WILLIAMS II

(Seal)

Diane C. Williams
DIANE C. WILLIAMS

(Seal)

Carina Caspary
Notary Public

(Seal)

(Seal)

NOTE: PLEASE TYPE OR PRINT NAME BELOW ALL SIGNATURES

Robert Borok Ronald Borok
Name of Grantee

1125 Devonshire Buffalo Grove 60089
Address Zip

SAME AS ABOVE

Name of Taxpayer

Same as above
Address Zip

Kell, Nobile & Loizzo
Name of Person Preparing Deed

120 S. Calhoun St. Woodstock IL 60098
Address Zip

This conveyance must contain the name and address of the grantee, (Ch. 115:12.1) name and address for tax billing, (Ch. 115: 9.2) and name and address of person preparing instrument: (Ch. 115: 9.3)

873-0722

2

STATE OF ILLINOIS)
County of McHenry) ss.

IMPRESS

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY
CERTIFY that ROBERT M. WILLIAMS II and DIANE C. WILLIAMS

SEAL

personally known to me to be the same person S whose name S subscribed to the foregoing
instrument appeared before me this day in person, and acknowledged that they signed,
sealed and delivered the said instruments as their free and voluntary act, for the uses and
purposes therein set forth, including the release and waiver of the right of homestead.

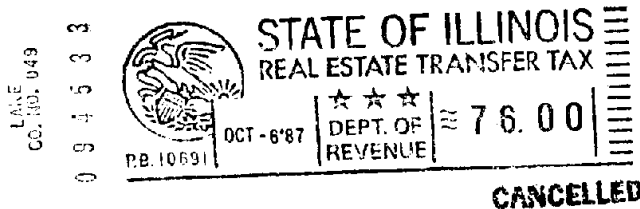
HERE

Given under my hand and notarial seal, this 19 day of

August, 1987

My commission expires _____, 19____

Notary Public



COUNTY OF LAKE
REAL ESTATE TRANSFER TAX
PAID BY BUYER
AS SET FORTH IN
ILLINOIS
RENTAL INCOME TAX

State of Illinois
DEPARTMENT OF REVENUE

STATEMENT OF EXEMPTION UNDER REAL ESTATE TRANSFER TAX ACT

I hereby declare that the attached deed represents a transaction exempt under provisions of Paragraph _____, Section 4, of
the Real Estate Transfer Tax Act as set forth below.

Dated this _____ day of _____, 19____

Signature of Buyer-Seller or their Representative

2619175
RECORDER LAKE COUNTY, ILLINOIS
1987 OCT -6 PM 12:41
<i>Frank J. Nustra</i>
RECORDER'S STAMP

PHYLLIS K. WALTERS
RECORDER OF DEEDS

Printed by Recorder for use in
McHenry County, Illinois

TO

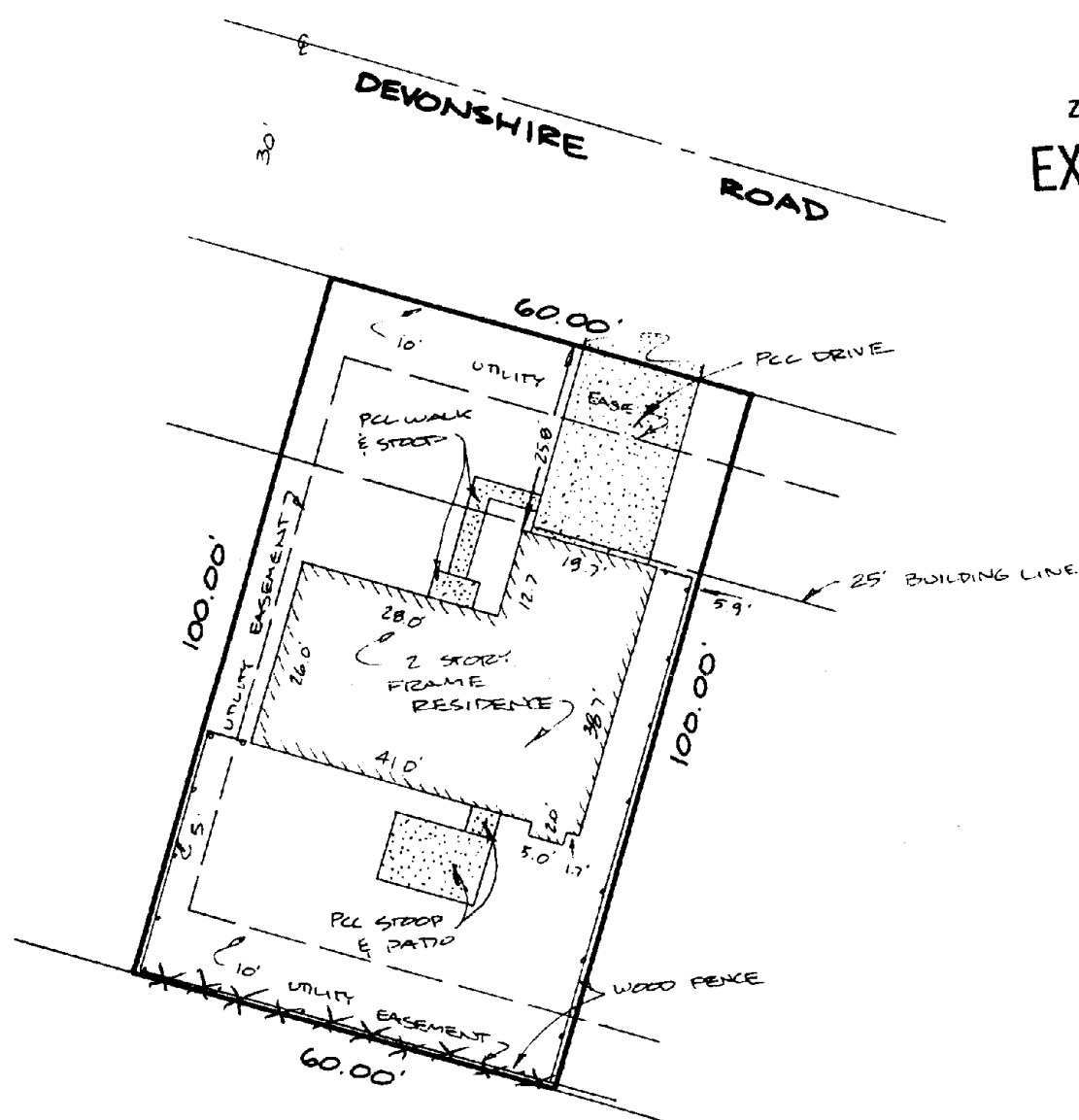
FROM

WARRANTY DEED
Joint Tenancy Illinois Statutory

JOB. NO. 781637
SEC. 19.5.11

SCALE: 1" = 20'
DATE: September 25, 1987

ZONING BOARD OF APPEALS
EXHIBIT A



PLAT OF SURVEY
of

Lot 58 in DEVONSHIRE, UNIT NO. 1, being a sub. in that part of the E $\frac{1}{2}$ of the SW $\frac{1}{4}$ of Sec. 29, T. 43 N., R. 11 E. of the 3rd P.M., according to the plat thereof recorded June 23, 1977, as Doc. No. 1845558 in Book 60 of Plats, page 32 and corrected by Certificate of Correction recorded July 7, 1977, as Doc. No. 1848638 and August 10, 1977, as Doc. No. 1856944, in Lake County, Illinois.

1125 Devonshire Road
Buffalo Grove, Illinois, 60089

- DENOTES IRON MONUMENT SET
- DENOTES IRON MONUMENT FOUND

Notes:
Compare your description and site monuments with this plat and AT ONCE report any discrepancies which you may find.

Building line restrictions and easements are shown only where they are so recorded on the subdivision plat or are furnished with the ordered description. Refer to your deed, abstract, and or title policy.

All dimensions are shown in feet and decimal part thereof, corrected to 62° F., and are not to be assumed by scaling.

This plat is not certified unless an impressed seal is affixed hereon.

I, JAMES G. CHAMBERLIN, AN ILLINOIS REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT ABOVE IS A CORRECT REPRESENTATION OF SAID SURVEY.

James G. Chamberlin
ILLINOIS LAND SURVEYOR NO. 1674

CHAMBERLIN ENGINEERING
1641 N. MILWAUKEE AVE., SUITE 5
LIBERTYVILLE, ILLINOIS 60048

F.B. 11-1 P. 11



AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: March 5, 2025

AGENDA ITEM 2.B.

Consideration of a Request for a Special Use for a Home Daycare at 456 Chicory Lane

Contacts

Liaison: Trustee Weidenfeld

Staff: Andrew Binder

Staff Recommendation

Staff recommends approval.

Recommended Motion

The PZC recommends approval of a Special Use Ordinance for a Child Daycare Home for up to 12 children for 6 months from the approval date of the Special Use. Thereafter, the home daycare must adhere to the Village Code requirements and will only be permitted to provide care for up to 8 children at any one time, (including natural born or adopted children), and no more than 12 children in a 24-hour day, subject to the conditions listed in the Staff Report.

Summary

Katerina Shafran, the petitioner, is seeking Special Use approval to continue operating her home child daycare at 456 Chicory Lane. This daycare operates Monday through Friday, from 6:00 a.m. to 6:00 p.m., and cares for children aged 3 months to 12 years with the help of one assistant. The petitioner holds an approved license from the Illinois Department of Children and Family Services (IL DCFS).

According to Village Code, a home daycare may care for a maximum of 8 children at once, including the caregiver's own children, and no more than 12 children over a 24-hour period. The petitioner is currently exceeding this limit by caring for 12 children and has been advised by Village Staff to either relocate to a commercial facility within six months or reduce the number of children to 8, which the petitioner acknowledges.

The Planning & Zoning Commission (PZC) shall open the public hearing and take public testimony and the PZC shall then make a recommendation to the Village Board regarding the special use.

File Attachments

1. 456 Chicory Ln- Staff Report

2. 456 Chicory Ln- Plan Set





VILLAGE OF BUFFALO GROVE PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date:	March 5, 2025
Subject Property Location:	456 Chicory Ln, Buffalo Grove, IL 60089
Petitioner:	Katerina Shafran, 456 Chicory Ln, Buffalo Grove, IL 60089
Prepared By:	Andrew Binder, Associate Planner
Request:	The petitioner is seeking approval of a Special Use for a Home Child Daycare within a Residential Zoning District.
Existing Lane Use and Zoning:	The property is zoned R-9: Multiple Family Dwelling District and is improved as a single-family home.
Comprehensive Plan:	The Village Comprehensive Plan calls for this property to be residential.

PROJECT BACKGROUND

The Petitioner, Katerina Shafran, reached out to the Village a few months ago to inquire about starting a commercial daycare center in a space on Dundee Road. She indicated at that time, that she had a home daycare business in the Village. Staff advised the petitioner that home daycares require a Special Use as well. The location on Dundee Road did not work out for the commercial daycare business, but the petitioner is continuing to look for a new space. In the meantime, she would like to continue to operate a home child daycare at 456 Chicory Lane and, therefore, is seeking the required Special Use and business license. The subject property is her primary residence. The child daycare home, K-Educate, operates from 6:00 a.m. to 6:00 p.m., Monday through Friday, and provides care for children from 3 months to 12 years of age. The Petitioner has one assistant coming to the home to help with the home daycare business.

The petitioner has an approved license from IL DCFS. According to the Village Code, a home can have up to 8 children at once (including their own) and no more than 12 children within any 24-hour timeframe. Currently, the petitioner is operating the home daycare with 12 children. However, Village Staff has informed the petitioner that she is not in compliance with the Village Code, and if she has not moved to a commercial daycare facility within the next 6 months, she must reduce the number of children in her care to the limit of 8. The petitioner understands this requirement and has informed staff of her plan to move the childcare business to a commercial space before the end of the six-month timeframe.

PROCESS

Pursuant to the Zoning Ordinance, Child Day Care Homes are required to address specific standards. The following is a current status of the standards (list response in **Bold**):

1. A special use for a child day care home shall meet the Special Use requirements of Section 17.28.040. **The conditions are listed below and shall be addressed during the public hearing.**
2. Verification that the day care provider is a full-time resident of the home. **The petitioner has provided proof of residency and ownership.**
3. Verification that the home is licensed by the Illinois Department of Children and Family Services, and that applicable requirements of the Illinois Department of Public Health will be met. **The petitioner has provided a copy of the State issued license.**
4. Inspection by the Village Building Inspector, Health Officer and Fire Department to determine that all life-safety, health and other applicable codes will be met. **On February 12, 2025, Building, Fire, and Health inspections were conducted. The home passed the Fire Inspection but did not pass the Building and Health inspections due to minor issues. Follow-up inspections were completed and approved on February 19, 2025.**
5. That the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare. **The petitioners have agreed to adhere to this condition during their operation.**
6. The following standards shall be met:
 - a. Provision of childcare shall be limited each day to the hours of 6:00 a.m. to 8:00 p.m. Outdoor play shall not be allowed before 8:00 a.m. **The petitioners have agreed to adhere to this condition during their operation.**
 - b. Adequate space shall be provided on the driveway of the property for parking while children are being dropped off or picked up at the home. **The petitioner stated that they supply parents with a detailed letter outlining proper child pick-up and drop-off procedures. The letter is included within the submittal packet. The garage of the home has two parking spaces for the homeowner and their associates. Additionally, their driveway can hold up to four cars simultaneously, and parents will have a maximum of five minutes for drop-off and pick-up.**
 - c. Traffic congestion or safety hazards shall not be created in the adjacent neighborhood. **The petitioners have agreed to adhere to this condition during their operation. The parents are required to park their cars in the driveway and not within the street.**
 - d. A play area shall be provided in the rear yard of the property. Said area shall be enclosed by a fence at least four feet in height to ensure the safety of the children. The fenced play area shall be secured with self-closing and self-latching gate(s) as approved by the Village. Said play area shall be screened from adjacent properties with fencing or landscaping. **The petitioner states that all outdoor play will take place in the rear yard, enclosed by a continuous 4-foot fence. Additionally, the petitioner has included screening around the play area via fencing or landscaping to ensure privacy and reduce disturbances to neighboring properties.**
 - e. The day care activities shall not create undue noise or other nuisances for adjacent properties. There shall be no outdoor sound amplification devices which produce distinctly and loudly audible sounds beyond the boundary of the property from which

the sound originates. **The petitioners have agreed to adhere to this condition during their operation.**

- f. Employees who are not residents of the day care home may be employed by the day care provider, if it is determined by the Planning & Zoning Commission that this would not be detrimental to the neighborhood. Parking shall be provided on the property for any employee driving to the home. **The petitioners have agreed to adhere to this condition during their operation.**
- g. An approved day care home shall be subject to periodic inspection by the Village in accordance with Village procedures for inspections concerning health, life safety and other applicable regulations. **The petitioners have agreed to adhere to this condition during their operation.**
- h. The Planning & Zoning Commission and Corporate Authorities may impose conditions and restrictions as may be necessary or appropriate to comply with the foregoing criteria and standards. The foregoing standards may be modified as deemed reasonable in specific cases. **Following the testimony of the petitioner and other interested parties, the PZC shall determine if any additional conditions are necessary.**
- i. The Planning & Zoning Commission shall consider the number and location of other child day care homes so as to avoid congestion and other negative impacts. **There are a total of 8 licensed home daycare providers in the Village. None of the other daycare homes are located near the daycare home at 456 Chicory Ln.**

In addition to the above standards, Home Daycare Special Uses are valid for two years, at which point they may be administratively extended or referred back to the Planning & Zoning Commission for review based upon performance.

Village Staff recommends that this approval be aligned with other home daycares in Buffalo Grove by allowing this daycare until the end of the current calendar year, followed by an additional two years after the re-authorization of an approving Ordinance. This approach enables Staff to approve all home daycares with the Village Board at the end of each odd-numbered calendar year. The Petitioner must submit an application for re-authorization of the special use at the end of this year, and every two years thereafter, as stipulated in Section 17.28.060.C of the Village Zoning Ordinance, to remain consistent with other Village Home Daycares.

Special Use Criteria

Pursuant to the Zoning Ordinance, all special uses shall meet the following criteria:

- 1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- 2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it

shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;

3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;
4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;
5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;
6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

The petitioner's response to the standards is attached.

SURROUNDING PROPERTY OWNERS

Pursuant to Village Code, the contiguous property owners were notified, and a public hearing sign was posted on the subject property. The posting of the public hearing sign and the mailed notifications were completed within the prescribed timeframe as required. As of the date of this Staff Report, the Village has three general inquiries regarding the home daycare request, one request concerned about the parking and traffic of the home daycare.

STAFF RECOMMENDATION

Staff recommends approval of a Special Use Ordinance for a Child Daycare Home for up to 12 children for 6 months from the approval date of the Special Use. Thereafter, the home daycare must adhere to the Village Code requirements and will only be permitted to provide care for up to 8 children at any one time, (including natural born or adopted children), and no more than 12 children in a 24-hour day, subject to the following conditions:

1. Petitioner shall comply with the standards set forth in Section 17.12.141, Section 17.28.040 and Section 17.28.060 of the Village Zoning Ordinance.
2. The special use shall continue in effect until the conclusion of the current calendar year, followed by an additional period of two (2) years subsequent to the end of the year in which this Ordinance is re-authorized. The Petitioner is required to submit an application to the Village for the re-authorization of the special use in accordance with Section 17.28.060.C of the Village Zoning Ordinance every two (2) years at the conclusion of this calendar year, in order to be re-authorized alongside the other Village Home Day Cares.
3. The petitioner shall maintain their DCFS license. A copy of the DCFS license shall be provided to the Village annually prior to the issuance of a business license.
4. The special use shall be automatically revoked if the Petitioner fails, for any reason, to have a valid license issued by the Illinois Department of Children and Family Services (IL DCFS).

5. The Petitioner shall obtain a Village business license to continue the operation of the child daycare home and shall renew the business license annually.
6. The special use does not authorize any use in violation of any covenants running with the Property.
7. No person who has been convicted of a felony or misdemeanor involving violence against a person shall be permitted to reside in the day care home at any time, on a temporary or permanent basis, or otherwise be allowed to be present in the day care home at any time when children are present. The petitioner must agree to permit the Village of Buffalo Grove to conduct, or cause to be conducted, a criminal background check of every person residing in the day care home.
8. Petitioner shall maintain the Property in full compliance with Village property maintenance standards at all times, as determined by the Village in its sole discretion.
9. This special use is granted to Katerina Shafran. Said special use does not run with the Property and is not granted to any business entity. Said special use is not transferable to another person or entity, and may not be used by any other person or entity.
10. The Home Day Care is allowed to care for up to 12 children for six (6) months following the approval of the Special Use Ordinance. After six (6) months, the home day care must adhere to the Village's requirement of 8 children at any one time (including biological or adopted children) and no more than 12 children within a 24-hour period.

ACTION REQUESTED

The Planning & Zoning Commission (PZC) shall open the public hearing and take public testimony and the PZC shall then make a recommendation to the Village Board.

ATTACHMENTS

- | | |
|--|---|
| a. Narrative | f. DCFS License |
| b. Special Use and Home Day Care Standards Addressed | g. Home Day Care Schedule & Lesson Plan |
| c. Parent/Provider Agreement | h. Fire Evacuation Plan |
| d. Parking and Traffic Parent Agreement | i. Menu Plan |
| e. Hazard Protection Plan | j. Photos of Driveway and Backyard |
| | k. Map of Home Daycare Locations |

Katerina Shafran

456 Chicory Ln
Buffalo Grove, IL, 60089
224-433-4830
keducate123@gmail.com

29th of January 2025

Village of Buffalo Grove

To Whom It May Concern,

I have a group home daycare that has 12 students and two assistants that make up my business. I am open from 6am to 6pm Monday through Friday however, my students are dropped off somewhere between 8am and 9am and picked up from 5pm to 6pm. When the parents come to pick up their child, they have 4 spots in my driveway to park. I also have 2 garage spots that my assistants and myself use. I have provided the parents a detailed letter to show them how to appropriately pick up and drop off their student. They know that they have less than 5 minutes to be in my driveway so as to not bother my neighbors.

We have a big backyard that is fenced in with a gate. The fence is 4 feet high to ensure the safety of the children. We also have a playground within the fence that has a sandbox, playhouse, and gross motor area. The assistants help the students facilitate and access the outdoor area and playground. The area behind the outdoor space is completely empty of houses and is an open field. There are many trees and shrubs that help reduce noise and keep the students safe within the outdoor fenced area. The students play outside from 11am-12pm.

DCFS provided me with a group home daycare license for 12 students and 1 assistant. I wanted to ensure the safety of my students so I hired another assistant to create the best environment. I have already provided the hazard protection plan, the fire evacuation plan, the schedule of daily activities, and the inventory list because safety and a fulfilling curriculum is essential in my daycare.

My curriculum is based on the Illinois Early Learning Standards. I use these standards throughout my lessons to maximize the learning that can take place throughout the school day. I also use a Russian curriculum that is based on my knowledge and multiple degrees in preschool education.

Sincerely,

Katerina Shafran

During your testimony at the Public Hearing, you need to testify and present your case for the Child Home Daycare Special Use being requested. In doing so, you need to address the six (6) Special Use Standards listed below:

CHILD DAY CARE HOME SPECIAL USE STANDARDS

- A. Provision of child care shall be limited each day to the hours of 6:00 a.m. to 8:00 p.m. Outdoor play shall not be allowed before 8:00 a.m.

Response: In response to this provision, we will ensure that child care services are provided within the designated hours of 8:00 a.m. to 6:00 p.m. Monday through Friday. Additionally, we will adhere to the restriction on outdoor play before 8:00 a.m. to respect the peace and quiet of the surrounding neighborhood during early morning hours. This commitment reflects our dedication to operating in compliance with local regulations and fostering a harmonious relationship with the neighbors and the community.

- B. Adequate space shall be provided on the driveway of the property for parking while children are being dropped off or picked up at the home.

Response: We will ensure that adequate space is available on the driveway of the property to accommodate parking while children are being dropped off or picked up at the home. This will help facilitate a smooth and safe process for families accessing our child care services, while also minimizing disruptions to traffic flow in the neighborhood. We are committed to providing a convenient and welcoming environment for all families who utilize our services.

- C. Traffic congestion or safety hazards shall not be created in the adjacent neighborhood.

Response: In response to this requirement, we are committed to ensuring that our operations do not contribute to traffic congestion or create safety hazards in the adjacent neighborhood. We have implemented measures such as designated drop-off and pick-up areas, traffic flow management, and communication with parents to minimize any potential impacts on the surrounding area. Our priority is to maintain the safety and well-being of both our children and the community at large.

- D. A play area shall be provided in the rear yard of the property. Said area shall be enclosed by a fence at least four feet in height to ensure the safety of the children. The fenced play area shall be secured with self-closing and self-latching gate(s) as approved by the Village. Said play area shall be screened from adjacent properties with fencing or landscaping.

Response: To this requirement, we have ensured that a designated play area is provided in the rear yard of the property. This play area is enclosed by a fence at least four feet in height to ensure the safety of the children. Additionally, the fenced play area is equipped with self-closing and self latching gate(s) as approved by the Village to further enhance safety measures.

Furthermore, we will ensure that the play area is appropriately screened from adjacent properties either through fencing or landscaping to provide privacy and minimize disturbances to neighboring properties. Our commitment is to create a safe and enjoyable outdoor space for the children under our care while also being considerate of the surrounding community and adhering to regulatory standards set forth by the Village.

- E. The day care activities shall not create undue noise or other nuisances for adjacent properties. There shall be no outdoor sound amplification devices which produce distinctly and loudly audible sounds beyond the boundary of the property from which the sound originates.

Response: We are committed to ensuring that our daycare activities do not create undue noise or other nuisances for adjacent properties. We will refrain from using outdoor sound amplification devices that produce loud and distinctly audible sounds beyond the boundary of our property. We understand the importance of maintaining a peaceful environment for both the children under our care and the neighboring properties. We will take appropriate measures to manage noise levels and conduct our activities in a manner that respects the tranquility of the surrounding area. Our goal is to be a considerate and responsible member of the community, and we will adhere to these guidelines to promote harmony and goodwill with our neighbors.

- F. Employees who are not residents of the day care home may be employed by the day care provider, if it is determined by the Planning and Zoning Commission that this would not be detrimental to the neighborhood. Parking shall be provided on the property for any employee driving to the home.

Response: In response to this provision, we will ensure that any employees who are not residents of the daycare home and are employed by the daycare provider are provided a garage spot to park their car. Additionally, any other person coming to the group home daycare parks in the driveway.

- G. An approved day care home shall be subject to periodic inspection by the Village in accordance with Village procedures for inspections concerning health, life-safety and other applicable regulations.

Response: We acknowledge that our approved daycare home will be subject to periodic inspection by the Village in accordance with their procedures for inspections related to health, life-safety, and other applicable regulations. We are committed to maintaining a safe and healthy environment for the children under our care, as well as complying with all relevant regulations and standards set forth by the Village. We will cooperate fully with Village inspectors during these inspections to ensure that our daycare home meets all necessary requirements and remains in compliance with applicable regulations. Our priority is the well-being and safety of the children in our care, and we will take proactive measures to address any concerns identified during these inspections to ensure the continued quality of our daycare services.

- H. The Planning and Zoning Commission and Corporate Authorities may impose conditions and restrictions as may be necessary or appropriate to comply with the foregoing criteria and standards. The foregoing standards may be modified as deemed reasonable in specific cases.

Response: In response to this provision, we acknowledge that the Planning and Zoning Commission and Corporate Authorities have the authority to impose conditions and restrictions deemed necessary or appropriate to comply with the criteria and standards outlined. Additionally, we understand that these standards may be modified as deemed reasonable in specific cases. We are committed to working closely with the Planning and Zoning Commission and Corporate Authorities to ensure that any conditions or restrictions imposed are met and that modifications to the standards are implemented in a reasonable manner. Our goal is to maintain compliance with all regulatory requirements while providing quality daycare services to the community. We appreciate the opportunity to collaborate with the authorities to ensure the safety, well-being, and satisfaction of the community.

- I. The Planning and Zoning Commission shall consider the number and location of other child day care homes so as to avoid congestion and other negative impacts.

Response: We understand that the Planning and Zoning Commission will consider the number and location of other child day care homes to avoid congestion and other negative impacts.



During your testimony at the Public Hearing, you need to testify and present your case for the Special Use being requested. In doing so, you need to address the six (6) Special Use Standards listed below:

SPECIAL USE STANDARDS

1. The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
Response: The special use at our home will be beneficial and helpful to the neighborhood by assisting busy neighborhood parents and providing a safe and convenient daycare for their children. We have been raising our own kids at our property without posing any health or safety issues to the overall wellbeing of the neighbors. The group home daycare special use will have no negative impact.
2. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with said special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it shall be such that it will be in harmony with the appropriate, orderly development of the district in which it is located;
Response: This group home daycare use will fit well with our neighborhood which is family oriented. Considering the size of our home, driveway, and outdoor space which the kids will be utilizing, the daycare will not contribute to extra noise or traffic issues. Proper coordination has been put in place for drop off and pick up of the children.
3. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair other property valuations with the neighborhood;
Response: The group home daycare use in our home will not cause any danger to the neighborhood. This will not in any shape or form hinder the neighbors from enjoying their own properties as the kids will be well supervised even when needing to play outside in the backyard.
4. The nature, location and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder or discourage the development and use of adjacent land and buildings in accord with the zoning district within which they lie;
Response: The group home daycare use will not disturb any development of the neighborhood buildings or structures. Our use will continue to abide with the zoning rules and regulations.
5. Adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided;
Response: Our use for the group home daycare does not require any special utilities or equipment besides the regular water, garbage, sewage, parking, etc., which we already have in place for our daily use.

6. Parking areas shall be of adequate size for the particular special use, which areas shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.

Response: Parking in our driveway will be utilized by the parents who are dropping off their kids. Our driveway could fit up to 4 cars at a time. There is a plan that has been put in place to avoid blocking other neighbors who will be driving in and out of their properties in our court. The parents received a letter with this specific plan so they can adhere to it.

Parent /Provider Agreement

Katerina Shafran

Provider

456 Chicory Ln, Buffalo Grove, IL, 60089

Address

224-433-4830

Telephone

AGREEMENT

I, _____, agree that

Parent/guardian

Katerina Shafran

will care for _____

Provider

Child(ren)

Beginning on:

month day year

Welcome! Thank you for choosing my child care home. I am dedicated to providing a safe and happy environment where children can learn, play, and strive together while their parents are at work. I aspire to bring out your child's creativity and imagination through visual, auditory, and kinesthetic capabilities. Challenging and developmental activities such as manipulatives (puzzles, Legos, etc.), various art supplies (water color, tempera, etc.), science center, books of numerous reading levels, and music keep children busy while learning and having fun with others. In order to provide safe, high quality care for your child it is necessary to agree upon the following:

1. Enrollment:

Parents must complete an enrollment packet which consists of the following forms,

- *50.00\$ Registration Fee (not refundable, to be deducted from the first week of care),*
- *\$350 Payment for the last week of your child attendance in the daycare,*
- *Child profile,*
- *Copy of immunization records,*
- *Signed parent permissions,*
- *Medical information page,*
- *This parent/provider agreement,*
- *Copy of Birth certificate*

2. Hours:

My hours of operation are 6 AM to 6 PM Monday through Friday. I agree to care for your child from ____AM until ____PM on _____days. If the child is not picked up by this agreed time, late fees will accrue. If there is no communication from the parents, and no one has picked up the child by 30 minutes past the agreed pick up time, emergency contact will be called, followed by CPS.

3. Holidays:

Care will not be provided, but payment is due, on the following holidays:

New Year day
Memorial day
Independence day
Labor day
Thanksgiving day
Day after Thanksgiving day
Christmas eve
Christmas day
New Year's eve

4. Fees:

The payment from 09/02/2024 for care shall be \$350 per week FULL RATE or \$75 per day PART TIME RATE, 10% apply for a second child.

Childcare fees are paid in advance by Monday, beginning on the first week of care.

Accepted methods of payment include Zelle, cash, personal check, or money order. If a personal check is returned due to a lack of funds, the parent/guardian must pay a \$ 35 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment. If a payment is not made on time, the following fee will apply: \$ 35. If payment is not rendered by Wednesday morning of that week, I will not accept your child into care until payments are received.

Parents arriving past the agreed pick up time started above will be charged a \$15.00 per quarter late fee.

The provider reserves the right to terminate this agreement for late payments of fees.

5. Absences:

Fees are paid for the child's spot, not for care received. Weekly fees will be paid whether or not the child is in attendance.

6. Trial period:

The first two weeks of care will be on a trial basis. A parent or a provider can terminate their child care arrangement with no penalty during this period. After the trial period, a two week written notice by either a parent or a provider is required prior to removing a child from care. Parents are responsible to pay the final two weeks whether or not the child is in care. Two week notice will not be applied to exceptions stated in ch.13 and 19.

7. Parents vacations:

Parents will pay a **FULL RATE** while on vacation to hold their child care space.

8. Provider vacations:

The provider will give a two week notice before taking vacation. Parents **DO NOT PAY** childcare fees during provider vacations. **Parents are obligated to have a substitute care in case of emergencies.**

9. Backup Child Care Arrangements

I do not offer alternative care. You are responsible for finding backup care for your child when the daycare is closed due to vacation, a provider or her children becoming ill, or closing for any other emergency reasons. You are also responsible for finding backup care if your child is ill. If you need the names of some

caregivers who may be able to provide backup care, please feel free to ask. But, if a provider must leave due to an emergency, her husband, Mikhail Shafran, will provide care to other children until their parents pick their children up.

10. Bad Weather Closings

You must notify us as soon as possible if your work closes early or is closed for the day. You will be notified as soon as possible if the daycare is closing or will be closed due to inclement weather.

11. Meals:

Good nutritious meals and snacks are served at regularly scheduled times. Breakfast at 8.30AM, Morning Snack at 9.45AM, Lunch at 12PM, Dinner at 4.30PM. The children will be offered their regular food and encouraged to try any new food item. Any child who chooses not to eat a particular food will not be forced to do so. However, the child will not be served food until the next scheduled meal/snack. Water will be available to children at all times. Milk, juice, or water will be served at every meal/snack pending on the snack being served.

PLEASE REFRAIN FROM SENDING CANDY OR SNACK FOODS WITH YOUR CHILD UNLESS YOU HAVE DISCUSSED THIS WITH ME FIRST. FOR BIRTHDAYS OR SPECIAL TREATS FOR THE ENTIRE GROUP, PLEASE DISCUSS ARRANGEMENTS WITH ME AT LEAST ONE WEEK IN ADVANCE.

Any food brought into the facility must meet standards of nutrition and shall have a label showing the child's name, date, and type of food.

12. Clothing & Supplies

Parents are expected to bring their children on time, bathed and clean. Please have your child dressed appropriately for weather conditions. An extra change of clothing with underwear should be provided for your child in case of an accident or messy project.

Please dress your child in clothing that is appropriate for the activities they will be doing while in my care. When children play outside, their clothing has a tendency to become soiled. Children who do not have the proper outerwear (i.e.: coat, hat,

gloves, boots, snow pants, swimwear, etc.) will not be allowed to participate in outdoor activities.

Items to be supplied to the daycare by parents:

- Extra change of clothes (inclusive shirt, pants/shorts, underwear, and socks)
- Seasonal Items (i.e. snow pants, boots, winter or sun hat, scarf, gloves/mittens, rain coat, swim suit, etc.)
- Baby Wipes
- Diapers or Pull Ups (for children not potty trained)
- Sunscreen
- Any special diet foods (i.e. baby food, soy or rice milk, or meals if allergic to foods served)
- Any Medication if required by a doctor (incl. droppers and/or measuring instruments, inhalers, etc.)
- Medical Supplies (incl nebulizer, wheelchair/walker, glucometer, etc.) if applicable.

All items supplied to day care by parents must have the child's name and any instructions for use (if needed) clearly printed on each item. Please fill out any permission form.

13. Aggressive/Disruptive Behavior

Any child with exaggerated aggressive or disruptive behavior such as, but not limited to, biting, kicking, slapping, spitting, pinching, or bullying, which cannot be addressed by a provider. This also includes any other behaviors that may prevent the teacher from conducting classes, breaking and throwing toys, taking toys from others, as well as hysterical crying behaviors may not be tolerated. This behavior can lead to separation from other children and if any child does not respond to requests and persuasions from teachers and staff in the daycare the child may be terminated at any time without a prior 2 week notice. But a provider will make all reasonable attempts to change this behavior and will address it with parents first.

14. Naps & Quiet Time

Every child in care during the scheduled nap/quiet time from about 1.15PM - 4.00PM takes a nap or has quiet time. All children lie down during this time. Each

child has his or her own clean and separate bedding. According to DCFS, children who nap must sleep in an appropriate ‘unshared’ sleeping area (i.e. cot or bed).

15. Toys

Your child is welcome to bring a “special toy” for show and tell days only. These items will have to be shared with the rest of the children.

Please remember, though, that I cannot be held responsible for any possible damage done while these items are at my daycare. We do not allow toy weapons or imaginary toy weapons into the program (play guns, water pistols, swords, etc.). Each child is taught to help pick up toys at the end of play time.

16. Mandated Reporter

Due to working with children, I will become a mandated reporter under the Abuse and Neglect Child Reporting Act [325 ILCS 5/4] . A mandated reporter is an individual who holds a professional position (as of social worker, physician, teacher, or counselor) that requires him or her to report to the appropriate state agency cases of child abuse that he or she has reasonable cause to suspect. For example, if I have reason to suspect that a child is being abused or neglected, I must report the abuse and/or neglect to an appropriate agency, even if allegations cannot be proved.

I am educated on child abuse and neglect signs and symptoms.

17. Pets:

No dangerous animals will be allowed in my home. No animal which has not been approved as healthy and has the required vaccinations will be allowed access to the children.

18. Smoking:

My home is a non-smoking home. Smoking is not permitted in or outside the home when children are present.

19. Illness:

In order to ensure the safety and health of all children in care, children with an infectious or contagious condition, fever, vomiting or diarrhea must be immediately withdrawn from care and treated for the condition. Children will not be readmitted for care until all visible signs of the condition have disappeared or until the provider has received a clearance to return to care from the child's physician stating that the child is no longer contagious. Child must also be completely symptom free for 24 hours, unmedicated prior to returning to care. Fees for children being out due to illness will not be refunded. If the provider closes due to illness, fees will not be collected. If the child is medicated prior to dropping off in an attempt to hide illness, parents will be given ONE warning. If it happens again, care for a child will be IMMEDIATELY terminated.

20. Vaccinations:

All children attending day care must be fully vaccinated. No exceptions will be made. Record of their shot record must be current and on file.

21. Release of information:

Any information about the child or children listed above, including the diagnosis, records are confidential. This information may be released to:

parent/guardian 1 _____

parent/guardian 2 _____

optional additional contact _____

22. Hold Harmless and Waiver for services:

Parent or guardian of the child or children listed above, leaving the child or children with Katerina Shafran service at her daycare and hereby release and waive against all claim of Katerina Shafran daycare, its agents, employees, volunteers, representatives, officers, directors, from injuries or damages arising from injuries relating to the child's or children's participation at Katerina Shafran daycare. Parents or guardians of the child or children further agree to indemnify, save and hold Indemnities harmless from any loss, liability, attorney fees, damage or cost that they (or any of them) may incur out of or related to the services offered by Katerina Shafran daycare. In the case of a medical emergency or behavioral issue, parents or guardians understand that the Katerina Safran service will act on

parents/guardians behalf if attempts have been made to contact parents/guardians and they weren't available.

Any revision to this agreement will be made in writing, dated and signed by all parties. By signing this agreement, you agree to the terms therein and understand that failure of either party to comply with terms of this agreement may result in immediate termination of care.

SIGNATURES

Parent/guardian _____

Date _____

Parent/guardian _____

Date _____

Provider _____

Date _____

I have read and received a copy of this contract.

Each party shall receive a signed copy of this agreement.

Dear Parents,

This is a letter about a couple new rules in our daycare.

1. Parking in a cul-de-sac is illegal if there are yellow/red curbs, or if you are preventing emergency vehicles from being able to completely turn around without having to do a two point turn. If it is a larger cul-de-sac you should be able to park, but you must park parallel to the curb and you must be 1.5 meters away from driveways.
1. There is no parking within 15 feet of a fire hydrant to ensure easy access for emergency vehicles. It's against the law to park in front of fire hydrants or driveways, which can obstruct emergency response vehicles. The vehicle may be impounded and fined up to \$150 or more for violations.
1. There is no parking within 20 feet of an intersection or crosswalk, ensuring clear visibility for drivers and pedestrians.
1. Most importantly, there is NO parking in front of driveways because it obstructs the entrances to residential or commercial places.

Dear Parents,

When you drop off and pick up your children from our daycare, these are a few things we want you to understand:

- Parking spaces are limited and you make it difficult for other parents to park their cars.
- The behavior of children changes dramatically and it is difficult for teachers to control it in your presence.
- The number of people increases in the daycare or the daycare playground, so the attention of teachers is scattered. This can lead to serious consequences.
- Because of these reasons, please try to reduce the time when dropping off and picking up children to 5 minutes.
- If you want to spend time together with other children and their families from our daycare, please do not do it on the grounds of the daycare. For this purpose, there are parks, squares, and playgrounds for public use.

We want to have these rules in place so that we are quiet and respectful of our neighbors and our neighborhood.

In the summer, for protection from the sun, please be sure to bring hats and be sure to apply sunscreen to your child at home in the morning before you bring kids to daycare.

Our outdoor playground is equipped with wood chips for the safety and comfort of your children. Please wear closed toe shoes.

Parents name _____

Parent signature _____ Date _____

Дорогие родители,

Это письмо о паре новых правил в нашем детском саду.

1. Парковка в тупике является незаконной, если на ней имеются желтые/красные бордюры или если вы не позволяете машинам экстренных служб полностью развернуться без необходимости делать двухточечный поворот. Если это тупик большего размера, вы сможете припарковаться, но парковаться необходимо параллельно бордюру и находиться на расстоянии 1,5 метра от подъездных путей.
2. В радиусе 15 футов от пожарного гидранта нет парковки, чтобы обеспечить легкий доступ машинам экстренных служб. Запрещено парковаться перед пожарными гидрантами или подъездными дорогами, которые могут затруднить работу машин экстренной помощи. За нарушения транспортное средство может быть конфисковано и оштрафовано на сумму до 150 долларов и более.
3. Парковка в радиусе 20 футов от перекрестка или пешеходного перехода отсутствует, что обеспечивает хорошую видимость для водителей и пешеходов.
4. Самое главное: перед подъездными дорогами НЕТ парковки, поскольку она загораживает вход в жилые или коммерческие помещения.

Дорогие родители,

Когда вы приводите или забираете своих детей из нашего детского сада, мы хотим, чтобы вы поняли несколько вещей:

- Места на парковке ограничены, и вы мешаете другим родителям парковать свои машины.
- Поведение детей резко меняется и педагогам трудно его контролировать в вашем присутствии.
- В детском саду или на детской площадке увеличивается количество людей, поэтому внимание воспитателей рассеивается. Это может привести к серьезным последствиям.
- По последним причинам постарайтесь сократить время привода или забирания детей до 5 минут.
- Если вы хотите проводить время вместе с другими детьми и их семьями из нашего детского сада, пожалуйста, не делайте этого на территории детского сада. Для этого созданы парки, скверы и детские площадки общественного пользования.

Мы хотим ввести эти правила, чтобы вести себя тихо и с уважением относиться к нашим соседям и нашему району.

Летом для защиты от солнца обязательно возьмите с собой головные уборы и обязательно нанесите на ребенка солнцезащитный крем дома утром, прежде чем привести детей в детский сад.

Наша открытая игровая площадка оборудована щепками для безопасности и комфорта ваших детей. Пожалуйста, носите обувь с закрытым носом.

Имя родителя _____

Подпись родителя _____

Дата _____

Hazard protection plan:

456 Chicory Lane

Buffalo Grove, IL, 60089

Identified Hazards:

Stairs: I have two sets of stairs. One set that leads to the second level and the other which leads to the basement. The stairs to the second level are gated, denying access to children not allowing them to go upstairs by themselves. The stairs to the basement are inaccessible by a door which is secured with a latch high enough to prevent the children from unlocking the door.

Neighbor's dog: Children will not be allowed to play on the side yard which adjoins the neighbor's yard. All children will be supervised by an adult while outside.

Fireplace: The fireplace in my home will not be used during daycare hours.

Outside Play Area: Children will play outside in the backyard. They will be supervised at all times while playing outside.

Travel to nearby parks: From time to time, I will take the children to a park in the neighborhood. I will walk them safely on the sidewalk and prevent them from crossing the street without me walking with them. They will be closely supervised at all times while walking to and from the park, as well as being at the park.

Traffic: Parents will be expected to come into the house to pick up and drop off their children.

Children are not released to anyone who does not have identification or authorization from the parent or guardian.

Tools: All tools, gardening and otherwise, are locked in the garage and inaccessible to the children in my day care.

Medicine: Medicine is locked and stored out of the reach of the children.

Cleaning Supplies: Cleaning Supplies are locked and stored out of the reach of the children in a safety room.

Electrical outlets: All electrical outlets are covered. I placed electrical equipment where the cord is out of reach - behind a heavy piece of furniture.

Animals: No dangerous animals will be allowed in my home.

No animal which has not been approved as healthy and has the required vaccinations will be allowed access to the children.

If there is an animal bite I will do the following:

Clean the wound with soap and water.

If bleeding occurs, apply pressure to the wound to stop bleeding.

Place a sterile bandage on the wound.

Contact 911 if necessary.

Contact parent/s.

Contact DCFS, document in your child's file, and send a copy of the report to DCFS.

Bodies of water: I don't have any bodies of water accessible to the children in my home.

First Aid Measures which will be taken:

Call 911 if a child has a serious injury.

Apply first aid to injury.

Notify parent/s if their child is injured.

All emergency contacts keep verified and current.

EMERGENCY PROCEDURES

Fire drills and tornado drills shall be practiced with the children every month, and completion of the practices will be documented.

The evacuation route is identified in the diagram posted on the main floor of the home.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at our playground area. 911 will be called.

In the event of a tornado warning, the children will be taken to the basement. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form, cell phone and emergency contact information will be brought along.

Evacuation sites:

(Outdoor and indoor location to go to in case weather is bad that is nearby for me and the children to wait while parents are called to pick up right away)

- ***Neighborhood 39 ft (e.g., for fire):***
444 Chicory Ln, Buffalo Grove, IL 60089
(630)-345-3203 Nancy Vora

- ***Out-of-neighborhood 100 ft (e.g., explosion, flooding):***
Earl Pritchett School
200 Horatio Blvd, Buffalo Grove, IL 60089
(847)- 353 -5700
(847)-353-5650 Marilyn Lynch

In the event of a lost child: I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

The home and yard will be inspected daily and before each use, and will be documented.

Children will be supervised at all times while they are playing or sleeping inside my home all day.

If the center should lose the use of heat, water or electricity before the center opens or while the children are in attendance, I will contact parents to determine what further action will be taken.

State of Illinois
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Type of Facility
GROUP DAY CARE HOME

PRINT DATE: 12-10-2024

NO.
606481-03

LICENSE ISSUED TO
SHAFRAN KATERINA
456 CHICORY LN
BUFFALO GROVE IL 60089-1838

Effective Dates
01-06-2025 - 01-06-2028

Capacity
EXTD: 004
DAY: 012
NIGHT: 000

Supervising Child Welfare Agency

Area Used for Children

CHILDREN'S PLAY ROOM, FAMILY ROOM, & OFFICE

Ages of Children Served

DAY: 00 TO 12Y EXTD: 05Y TO 12Y
HOURS OPERATION: 06:00AM - 06:00PM

Mailing Address for this facility is:

SHAFRAN KATERINA
456 CHICORY LN
BUFFALO GROVE IL 60089-1838

Director
Heidi E. Mueller



2A- -63

NOT TRANSFERABLE – Supersedes all prior licenses for type of care specified above.

Schedule of daily activities

Time	Activities
6.00-8.00	Arrival, free play period
8.00-8.30	Games, free play period, movement
8.30-9.00	Breakfast
9.00-9.15	Circle time
9.15-9.45	Phonics / Math
9.45-10.00	Snack
10.00-10.30	Speech development/Science/ Art
10.30-11.00	Music/Dance/ Gymnastics
11.00-12.00	Outside
12.00-12.45	Lunch
12.45-1.15	Literature
1.15-4.00	Nap
4.00-4.30	Games
4.30-5.00	Dinner
5.00-6.00	Games, free play period/ Outside

Распорядок дня

Время	Вид деятельности
7.00-8.00	Прибытие
8.00-8.30	Игры, самостоятельная деятельность
8.30-9.00	Завтрак
9.00-9.15	Календарь
9.15-9.45	Русский язык/Математика
9.45-10.00	Фрукты
10.00-10.30	Литература/Развитие речи/Ознакомление с окружающим миром
10.30-11.00	Музыка/Танцы/Гимнастика
11.00-12.00	Прогулка
12.00-12.45	Обед
1.00-3.45	Дневной сон
3.45-4.15	Игры
4.15-4.45	Изобразительная деятельность/ Лепка/Аппликация/ Конструирование
4.45-5.15	Ужин
5.15-6.00	Игры, самостоятельная деятельность, прогулка

Executive Function

Begins to recall and express thoughts and information from prior experiences	Persists at and completes a variety of simple activities and tasks independently	Demonstrates beginning ability to detect errors in the performance of others and shows beginning ability to reflect on, detect oversight in, and correct errors in own performance
Begins to demonstrates intentional planning when completing multi-step tasks with a predetermined plan and sequence, with support	Applies past strategies to help accomplish current tasks or solve current problems	Demonstrates ability to control impulses with less guidance and is able to delay gratification, some of the time
Begins to follow more complicated rules independently	Demonstrates ability to think flexibly and explore other options before choosing an action or solution	Is aware that others can have different feelings about the same event and may adjust own behavior to accommodate others
Attends to people or tasks for longer periods of time and can ignore most distractions	Is curious about new and novel things and situations based on experiences	
	Takes apart more complicated objects and puts them back together	

Social and Emotional Development

Successfully enters group play and plays cooperatively	Begins to demonstrate acceptance of similarities and differences among people, with guidance	Expresses many emotions through conversations and more sophisticated play
Forms positive relationships with familiar adults	Begins to participate in pretend play that is more complex and uses props in a variety of ways with one or two children, with minimal guidance	Manages some emotions independently, sometimes using language to express self
Seeks out interactions with familiar adults	Demonstrates ability to use words to resolve conflicts, with minimal guidance	Expresses preferences and opinions during social interactions and situations
Uses language to express more complex thoughts and desires	Plays with many children but may have stronger relationships with certain children	Shows confidence in own abilities and may take risks and seek challenges
Is aware of feelings of others and responds appropriately		
Initiates interactions with other children		
Shares, takes turns, and is respectful of others, most of the time		
Participates in classroom routines and applies rules, most of the time		

Cognitive Development

Begins to recognize objects, places, and ideas by symbols	Identifies and names two-dimensional shapes and some three-dimensional shapes	Explores cause and effect and can explain the process to others
Arranges up to five objects in order by size, length, or height	Compares and describes attributes of some two- and three-dimensional shapes	Begins to use tools for observing, exploring, experimenting, and gathering information
Engages in pretend play alone and/or with others by taking on roles and using props; is able to separate fantasy from reality most of the time	Begins to experiment with putting together and taking apart two- and three-dimensional shapes	Participates in experiments initiated by adults; describes observations and asks questions to gather information
Identifies the number of objects in a set of objects	Uses positional words to describe location, spatial relationships, and directionality	Uses some general science vocabulary
Continues to learn and extend number names	Distinguishes among people, objects, and places, and can talk about a few ways they are the same and different	Begins to explore and describe how things move
Counts using one-to-one correspondence up to ten	Creates simple graphs and charts that represent information, with guidance	Describes and compares living and nonliving things; recognizes that living things have basic needs
Identifies numerals	Sorts and classifies objects based on more than one attribute, with assistance	Uses some vocabulary associated with life science
Connects number words and numerals to the quantities they represent, up to ten	Applies information from experiences, surroundings, and observations, and begins to make general comments and ask general questions about gathered information	Shows increased understanding of environmental changes (seasons)
Performs simple addition and subtraction up to five using manipulatives	Investigates the environment and experiments with tools and materials	Demonstrates understanding of changes that have occurred over time related to self, family, and community
Identifies positions using ordinal numbers first through fifth		Begins to identify ways families and people in the community are alike and different
Recognizes, extends, copies, and creates simple patterns, with assistance		Understands basic technology and begins to identify some ways it is used in everyday life
Demonstrates increasing knowledge of measurement concepts (height, weight, length, and volume)		
Understands the concept of money and how it is used		



Early Foundations® Preschool — Early Learning Standards

The standards (behaviors, skills) described below are those considered to be typical of and developmentally appropriate for children ages three to four years. Standards describe what children should know and be able to do at a particular stage in their development, and they help teachers more clearly articulate children's growth and development throughout a school year. Each activity in the Preschool program is written with these standards in mind. It is not expected that all children will master every standard (behavior, skill), but that children show growth over time in most areas.

Physical Development and Wellness

Walks with increased proficiency, such as with increased balance and confidence	Strikes objects using implements with increased competence	Demonstrates increased controls of hands and fingers
Runs with increasing proficiency	Demonstrates increased awareness of how the body moves in different locations, directions, levels, and pathways	Coordinates eye-hand movements
Begins to demonstrate galloping skills	Demonstrates increased awareness of how body parts relate to one another and to other objects or people, and how one's movements can be affected by the movements of others	Shows energy and physical-activity level appropriate to age
Begins to demonstrate sliding skills	Demonstrates increasing awareness of how the body moves at different speeds and with different degrees of force	Begins to understand the relationship between physical activity, the body, and health
Demonstrates balance during simple movement experiences	Demonstrates strength and stamina appropriate to age	Demonstrates increasing independence with self-care skills and routines
Coordinates body movements	Begins to demonstrate handedness (preference for using one hand over the other)	Follows basic health and safety routines
Demonstrates increased competence in throwing skills	Hops with increasing proficiency	Identifies a variety of food and drink sources
Demonstrates increased competence in kicking skills		Participates in food preparation
Strike objects using body parts with increased competence		Demonstrates an understanding of healthy food choices
Jumps with increasing proficiency		Leaps with increasing proficiency
Demonstrates increased competence in catching skills		

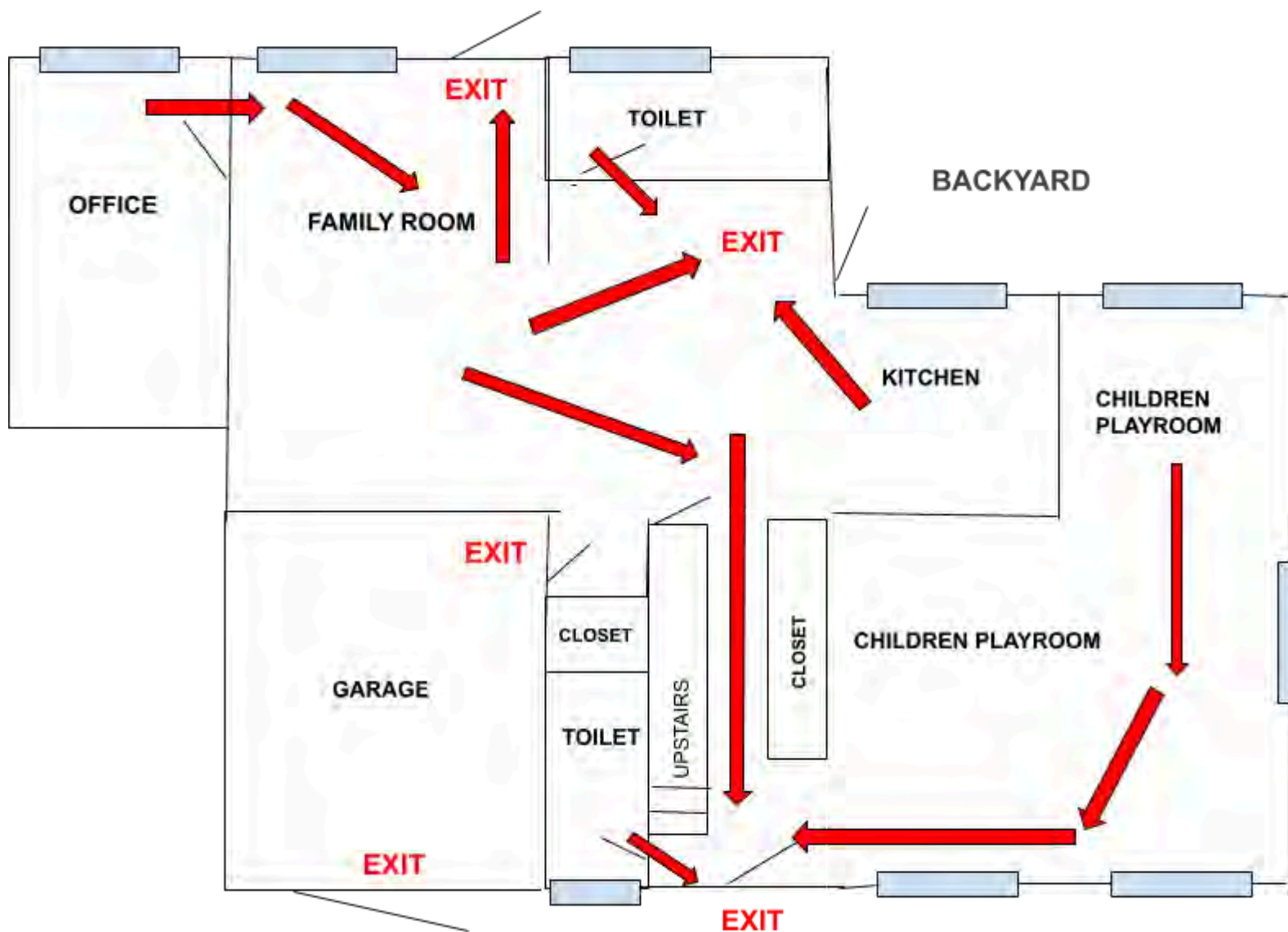
Language and Literacy Development

Begins to produce sounds for some letters with increasing accuracy	Begins to recognize and produces rhymes independently	Begins to understand conventions of print
Names simple shapes, objects, and colors accurately and quickly most of the time; begins to name letters and numerals out of sequence accurately and quickly	Shows an understanding of spoken words, syllables, and sounds	Shows knowledge of the relationship between spoken and written words
Uses some basic conventions of standard English	Begins to count, produce, and blend syllables in spoken words	Identifies letters in own name and recognizes own name listed with other children's names
Participates in and initiates longer conversations with peers and adults, sometimes adjusting language for audience	Shows basic knowledge of single letter-sound associations	Shows understanding that drawing and writing are ways of communicating different information
Begins to speak in sentences in home language while incorporating some words in a second language	Initiates interactions with different types of texts and asks questions about content, such as stories, poetry, and Informational texts	Shows understanding of role in group research and writing activities
Understands wh- questions	Makes predictions about print based on pictures and other context clues	Adds details to strengthen own writing, with adult guidance and support
Uses and continues to build a complex vocabulary related to pictures, books, and other printed material	Shows interest in reading	Begins to explore ways to create group writing, including collaborating with peers, with guidance and support from adults
Asks questions during conversations that demonstrate understanding of basic information	Begins to recognize some high-frequency words in and out of context	Makes different marks and letter-like forms, and draws simple pictures to represent things, letters, and numerals; may use dictation
Recalls information from prior experiences or events, to answer questions and to share information with others	Understands that stories have structure and begins to apply story structure and sequence	Communicates for a variety of purposes using more complex language
Demonstrates increased understanding of languages other than home language	Retells the main events of familiar stories in or out of sequence using pictures or other props	Writes own name using letter-like forms and conventional letters
Engages in language, play, stories, fingerplays, and songs that involve alliteration of initial sounds	Demonstrates understanding of informational text during and after reading by asking and answering more complex questions about the text	Identifies and names at least five to ten letters out of sequence
Uses expanded vocabulary to describe actions	Demonstrates knowledge of parts of a book and how books are used	

Creative Expression

Is aware of some vocabulary related to art and sometimes creates own vocabulary to talk about art	Begins to show awareness of creative movement that reflects diverse cultural groups	Takes on pretend roles during simple dramatic presentations or when scenarios are presented
Begins to demonstrates awareness of works of art that reflect diverse cultural groups	Moves creatively with other children	Is aware of different kinds of music and begins to use music-related vocabulary to describe music, when asked
Uses visual arts tools to create two- and three- dimensional artwork with detail	Begins to show an awareness of moving to a tempo, beat, and/or style of music	Begins to demonstrates awareness of music that reflects diverse cultural groups
Begins to make different types of lines (straight, curved) and shapes (squares, circles) to create art that represents people, animals, or things using a variety of art media, such as crayons, paint, modeling materials, digital art, and collage materials	Uses props and costumes during pretend play	Follows multiple-step directions stated in a song
Selects specific art media to create two- and three-dimensional artwork	Begins to show preferences related to participating in drama or dramatic play	Repeats more complex melodies and rhythm patterns
Expresses self and feelings through creative movement	Begins to understand basic elements of and vocabulary associated with drama, such as voice, body, and imagination	Expresses self, ideas, and feelings through music, such as by singing or playing an instrument
Attends to displays of visual art and engages in related discussions	Begins to demonstrate awareness of dramatic forms that reflect diverse cultural groups	Participates in group music experiences, including listening to and commenting on music
	Follows more formal instruction involving creative-movement-related vocabulary and one skill or step, and may create own steps	Is aware of different kinds of music and demonstrates preferences
		Is aware of own body while moving creatively in same space as others

FIRE EVACUATION PLAN
456 CHICORY LN, BUFFALO GROVE, IL, 60089



Approximate two weeks menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast: oatmeal, banana, milk Snack: fruits Lunch: chicken split pea soup, bread Dinner: cottage cheese casserole with raisins, sour cream, animal crackers, milk	Breakfast: semolina milk porridge with strawberry spread, milk Snack: fruits Lunch: meatball soup, bread Dinner: rice with chicken, vegetables, juice	Breakfast: quinoa milk porridge, bread, cheese, milk Snack: fruits Lunch: spinach soup with egg, sour cream, bread Dinner: meat ball, mashed potatoes, vegetables, kefir	Breakfast: rice milk porridge with raisins, milk Snack: fruits Lunch: soup with fish, bread Dinner: crispy pancakes with meat, sour cream, juice	Breakfast: cereal, fruits, milk Snack: yogurt Lunch: chicken oatmeal soup, bread Dinner: macaroni and cheese, boiled eggs, milk
Breakfast: oatmeal, apple sauce, milk Snack: fruits Lunch: meat and beans soup, bread Dinner: cheesecakes with raisins, sour cream, granola bar, milk	Breakfast: millet milk porridge with raisins, milk Snack: fruits Lunch: chicken noodle soup, bread Dinner: fish, couscous, vegetables, juice	Breakfast: omelet, bread, cheese, cucumber Snack: fruits Lunch: beet cabbage soup with meat, sour cream, bread Dinner: potatoes with chicken, vegetables, kefir	Breakfast: buckwheat milk porridge, egg, milk Snack: yogurt Lunch: chicken rice soup, bread Dinner: apple raisins pancakes with strawberry spread, milk	Breakfast: waffles, cottage cheese, milk Snack: fruits Lunch: meat pickle soup, sour cream, bread Dinner: meat dumplings, sour cream, juice





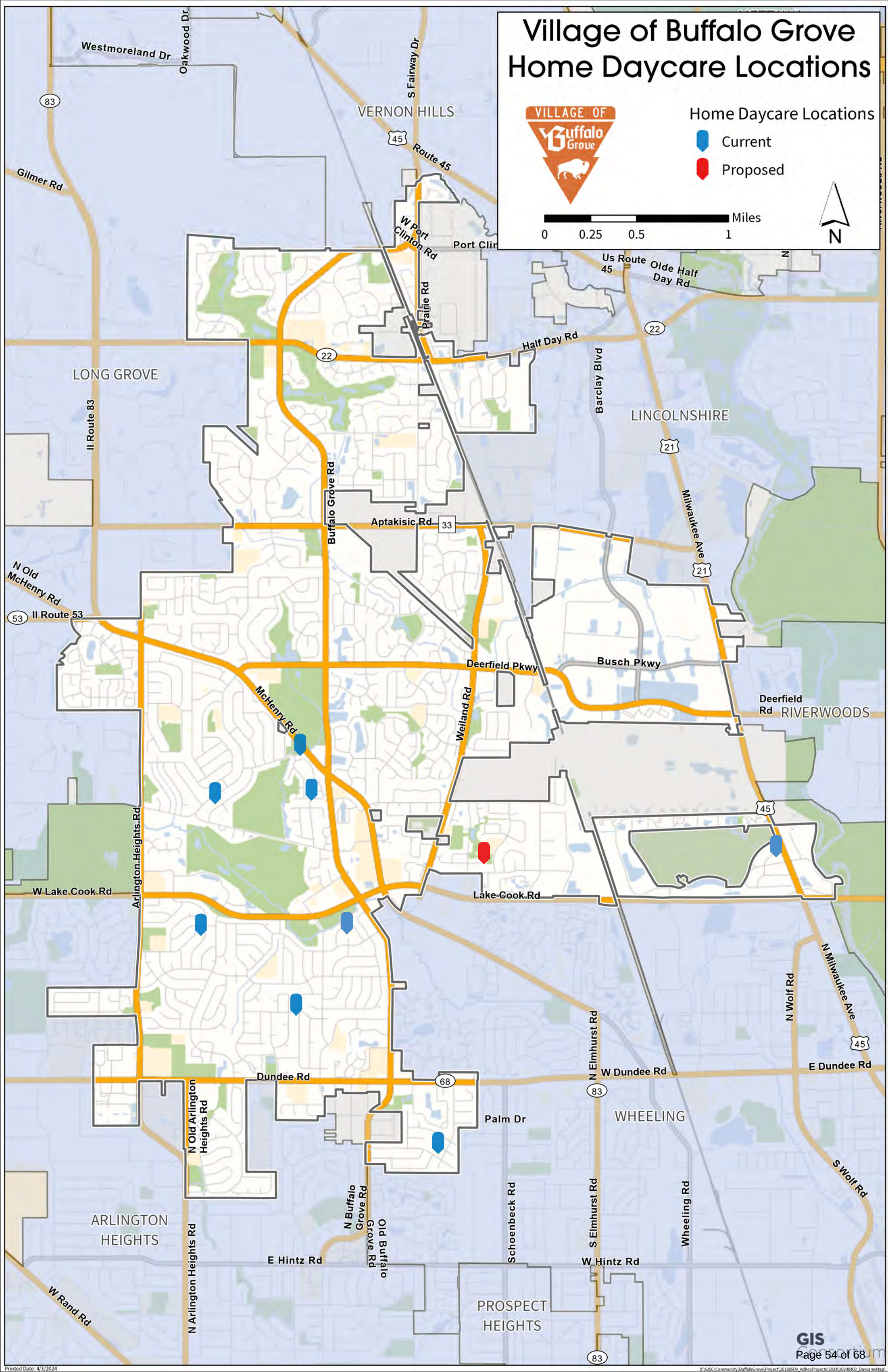
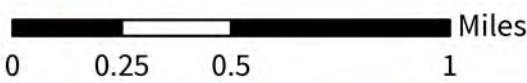


Village of Buffalo Grove Home Daycare Locations



Home Daycare Locations

- Current
- Proposed





AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: March 5, 2025

AGENDA ITEM 2.C.

Consideration of a Variation to the Village Zoning Ordinance to construct a 3-season room that would encroach in the rear yard setback at 1400 Madison Drive

Contacts

Liaison: Trustee Weidenfeld

Staff: Andrew Binder

Staff Recommendation

Staff recommends approval.

Recommended Motion

The PZC moves to grant a variation to Section 17.40.020 of the Buffalo Grove Zoning Ordinance to allow the proposed three-season room addition to encroach into the required rear yard setback at 1400 Madison Drive, subject to the following conditions:

1. The proposed addition shall be installed in accordance with the documents and plans submitted as part of this petition.

Summary

The Petitioner is requesting a variation to build a three-season room that encroaches within the 40' rear yard setback at 1400 Madison Drive. The new addition will replace the existing patio in the same area. The Planning and Zoning Commission should open a public hearing, take public testimony, and vote to approve or deny the variation request.

File Attachments

1. 1400 Madison Dr - Staff Report
2. 1400 Madison Dr - Plan Set



VILLAGE OF BUFFALO GROVE PLANNING & ZONING COMMISSION STAFF REPORT

Meeting Date:	March 5, 2025
Subject Property Location:	1400 Madison Drive, Buffalo Grove, IL 60089
Petitioner:	Barbara & Marc Berman, 1400 Madison Dr, Buffalo Grove, IL 60089
Prepared By:	Andrew Binder, Associate Planner
Request:	The petitioner seeks approval for a variation to the Village Zoning Ordinance, Section 17.40, to construct a 3-season room that would encroach in the rear yard setback.
Existing Lane Use and Zoning:	The property is improved with a single-family home currently zoned R-4.
Comprehensive Plan:	The Village Comprehensive Plan calls for this property and the immediate neighborhood to be single-family detached.

PROJECT BACKGROUND

The Petitioner is requesting a variation to construct a three-season room that encroaches into the rear yard setback at 1400 Madison Drive. The subject property has an existing patio in the rear yard, and the proposed addition will replace the existing patio in the same area. The R-4 Zoning District requires a 40' rear yard setback; a variation is necessary to install the addition within the required setback.

PLANNING & ZONING ANALYSIS

- The proposed three-seasons room will replace the existing patio in the rear yard of the property.
- This proposed three-season addition measures 16' in length and 16' in width, which is a total area of 256 square feet. The proposed sunroom will be a one-story



Figure 1: Proposed Addition

addition, measuring 10'-11" in height, and will not exceed the height of the two-story home. The proposed sunroom will have siding that matches the rest of the home.

- This addition will encroach 9'-10" into the required 40' rear yard setback and will be located approximately 30'-2" from the rear property line. The addition will be setback approx. 9.5' from the side property line, which meets the required side yard setback of 7'.
- The petitioner has indicated that the property's rear yard elevation change and the location of an existing tree, limits the placement of the three-season room. Furthermore, the petitioner mentioned that this property is smaller than other corner lots in the Village. The proposed addition will also align with the family room's position within the home.
- The Planning and Zoning Commission is allowed to grant variations for encroachment requests up to 33% of the 40' setback requirement. In this case, the proposed rear yard encroachment of 9'-10" constitutes 24.5% of the required rear yard setback and would fall within the PZC's purview to grant.
- The addition meets all other zoning requirements except for the requested variation and does not impact any easements. Staff believes the request is minimal, as the addition is only 256 square feet, which could be considered a small accessory structure that would be permitted to encroach in the rear yard setback if it were not attached to the primary structure. Furthermore, the proposed addition will not alter the character of the neighborhood.
- The petitioner also notes in their narrative statement that they will be removing the approximately 120 square foot shed from the rear yard, which is closer to the adjacent properties than the new three-seasons room will be.

VARIATION(S) REQUESTED

A rear yard setback variation from Section 17.40.020 of the Buffalo Grove Zoning Code to allow the encroachment of the three-season addition.

DEPARTMENTAL REVIEWS

Village Department	Comments
Building	The Village's building team reviewed the plans and does not have any concerns.
Engineering	The Village's engineering team reviewed the plans and has minor concerns that will be addressed during the building permit process.

STANDARDS

The regulations of this Title shall not be varied unless findings of fact are made based upon evidence presented at the hearing that:

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the zoning district in which it is located except in the case of residential zoning districts;

2. The plight of the owner is due to unique circumstances;
3. The proposed variation will not alter the essential character of the neighborhood.

The petitioner has provided a written response to the variation standards included in this packet.

SURROUNDING PROPERTY OWNERS

Pursuant to Village Code, the contiguous property owners were notified, notice was published in a local newspaper, and a public hearing sign was posted on the subject property. The posting of the public hearing sign, publication in the newspaper, and the mailed notifications were completed within the prescribed timeframe as required. As of the date of this Staff Report, the Village has not received any inquiries regarding the requested variation.

STAFF RECOMMENDATION

Staff recommends **approval** of the variation request for an addition to encroach into the rear yard setback, subject to the conditions listed in the PZC motion due to the proposed addition being minimal, complying with all other zoning requirements, and not altering the character of the neighborhood.

ACTION REQUESTED

The Planning & Zoning Commission (PZC) shall open the public hearing and take public testimony concerning the variation. The PZC shall make a final decision on whether to approve the variation. If the PZC denies the request, it can be appealed to the Village Board.

Suggested PZC Motion

PZC moves to grant a variation to Section 17.40.020 of the Buffalo Grove Zoning Ordinance to allow the proposed three-season room addition to encroach into the required rear yard setback at 1400 Madison Drive, subject to the following conditions:

- 1) *The proposed addition shall be installed in accordance with the documents and plans submitted as part of this petition.*

ATTACHMENTS

- Petitioner's Narrative
- Petitioner's Response to Variation Standards
- Architectural Plans
- Plat of Survey

Variance Narrative

To the Planning and Zoning Commission of Buffalo Grove regarding the provide variance at 1400 Madison Drive.

A variance is requested as we would like to construct a 16' by 16' three season room addition. Due to the location of the house on a smaller corner lot, the placement of the yard incline and a beautiful tree, a variance to the 40 foot rear setback requirement would be desired. For the ease of construction, we are requesting the three season room be built adjoining the family room, which is a flat piece of land. The practical difficulty cited above was not created as a result of any action taken by the resident. Please note the unauthorized shed (located directly adjacent to the properties of two neighbors), built by a previous owner, will be removed.

During your testimony at the Public Hearing, you need to testify and present your case for the variance by addressing the three (3) Variation Standards listed below:

Criteria for Zoning Variation.

- A. The regulations of this Title shall not be varied unless findings of fact are made based upon evidence presented at the hearing that:
1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the zoning district in which it is located except in the case of residential zoning districts;

Response:

The practical difficulty mentioned was not created due to any action taken by the resident in the interest of the property, which could have been reasonably foreseen to create difficult in complying with the ordinance for future improvements. The overall intent of the zoning code/building code will be in high esteem, beyond the variance presented.

2. The plight of the owner is due to unique circumstances;

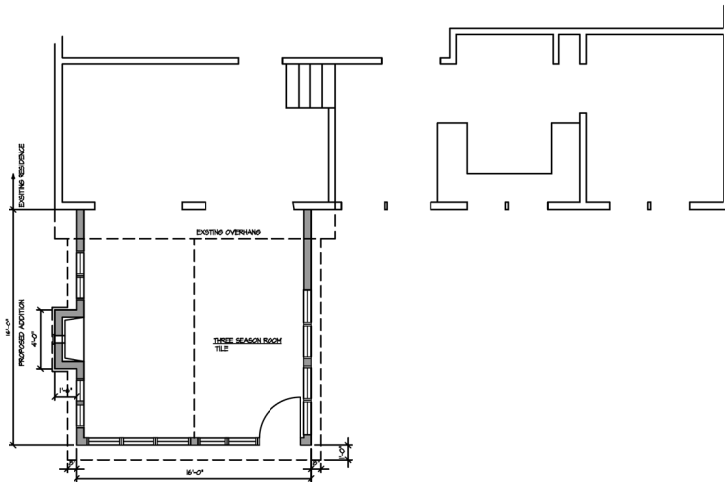
Response:

Our family has lived in this house for over 28 years and would like to continue to live in our house, as we enjoy the neighborhood and do not want to move to a different town. The location of our house on the corner lot does not provide room for improvements due to the location of the incline, the west side building line and our interest in retaining a beautiful tree. For ease of construction, we would like to request a variance to build a 16' by 16' foot three season room adjacent to the family room at the northeast area of the property. In addition we would like to take down the existing and unauthorized shed which was built by a prior owner.

3. The proposed variation will not alter the essential character of the neighborhood

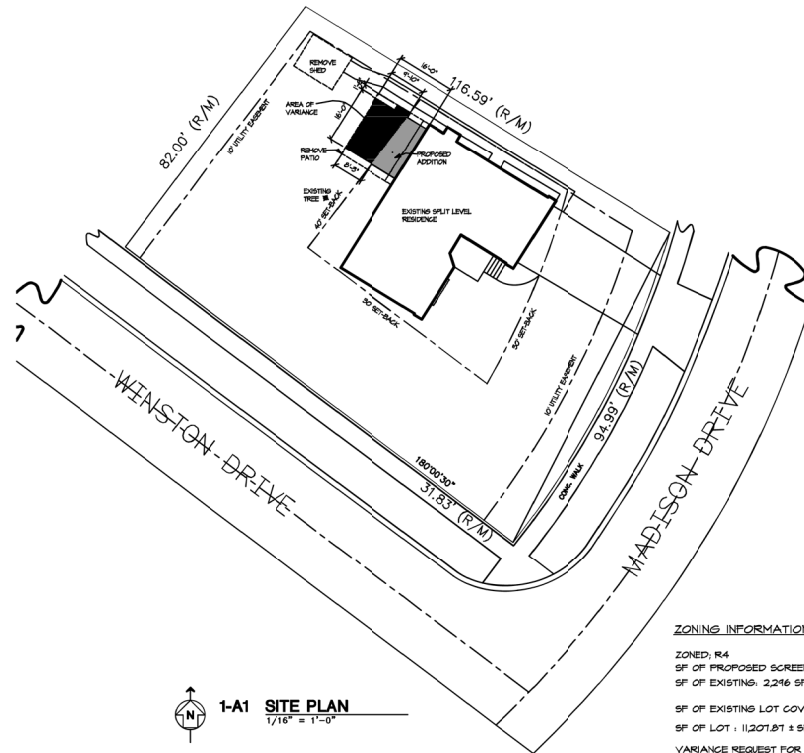
Response:

The proposed addition would not alter the essential character of the neighborhood. This will not affect the front yard and west side of the house and will significantly enhance the appearance.



2-A1 FLOOR PLAN
1/4" = 1'-0"

3-A1 FOUNDATION PLAN
1/4" = 1'-0"



1-A1 SITE PLAN
1/16" = 1'-0"

ZONING INFORMATION:

ZONED: R4
SF OF PROPOSED SCREEN ROOM: 236 SF
SF OF EXISTING: 2,246 SF
SF OF EXISTING LOT COVERAGE: 1,440 SF
SF OF LOT: 11,201.81 ± SF
VARIANCE REQUEST FOR REAR SET BACK A TOTAL OF 150 SF OVER THE REAR SETBACK

GENERAL NOTES:

DO NOT SCALE DRAWINGS!
THE CONTRACTOR SHALL INSPECT AND VERIFY ALL CONDITIONS AT THE JOB SITE AND REPORT ANY DISCREPANCIES FROM THESE DRAWINGS TO THE ARCHITECT PRIOR TO EXECUTION OF THE WORK IN QUESTION.
THE MEASUREMENTS ON THE DRAWINGS ARE REASONABLY ACCURATE AND BASED ON THE BEST DATA AVAILABLE TO THE ARCHITECT. HOWEVER, IN THE EXECUTION OF THE WORK THE CONTRACTOR IS TO VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD.
THE CONTRACTOR SHALL FURNISH AND INSTALL ALL MATERIALS, EQUIPMENT AND LABOR NECESSARY FOR A COMPLETE PROJECT AS INDICATED ON THE DRAWINGS OR IN THE SPECIFICATIONS.
ANY MATERIAL OR EQUIPMENT NOT SHOWN ON THE DRAWINGS OR INDICATED IN THE SPECIFICATIONS BUT REQUIRED FOR THE COMPLETION OF THE PROJECT, SHALL BE FURNISHED AND INSTALLED AS REQUIRED.
THE PLUMBING, MECHANICAL AND ELECTRICAL WORK SHALL CONFORM TO ALL LOCAL, STATE AND NATIONAL CODES.
ALL STRUCTURAL STEEL SHALL BE FABRICATED AND ERECTED IN ACCORDANCE WITH THE LATEST AISC CODE (STEEL TO BE A 36 GRADE).
ALL CONCRETE WORK TO BE IN ACCORDANCE WITH A.C.I. (3000 PSI MIN COMP. STRENGTH AT 28 DAYS).
ALL ENGINEERED FRAMING MEMBERS ARE BASED ON ENGINEERED LUMBER AS MANUFACTURED BY GEORGIA PACIFIC. JOIST BEAMS TO BE INSTALLED PER MANUFACTURERS REQUIREMENTS. LAMINATED VENEER LUMBER (LVL) TO HAVE MIN. F_b = 2800 PSI E = 2,000,000 PSI.
ALL FRAMING MEMBERS TO BE DOUGLAS FIR (E = 2,800,000) WITH A MINIMUM BENDING STRESS OF F_b = 1200 PSI.
CONTRACTOR SHALL PROTECT ALL EXISTING CONSTRUCTION TO REMAIN FROM DUST AND DAMAGE DURING THE ENTIRE CONSTRUCTION SCHEDULE.

SHEET INDEX:

A1 SITE PLAN, ZONING REQUIREMENTS, CERTIFICATION
A2 EXTERIOR ELEVATIONS & SECTION

CERTIFICATION:

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT TO THE BEST OF MY KNOWLEDGE COMPLY WITH ALL LOCAL AND STATE CODES AND ORDINANCES, OF THE VILLAGE OF BUFFALO GROVE, ILLINOIS.

SEAL

SARAH A. PETERSEN

00-018001

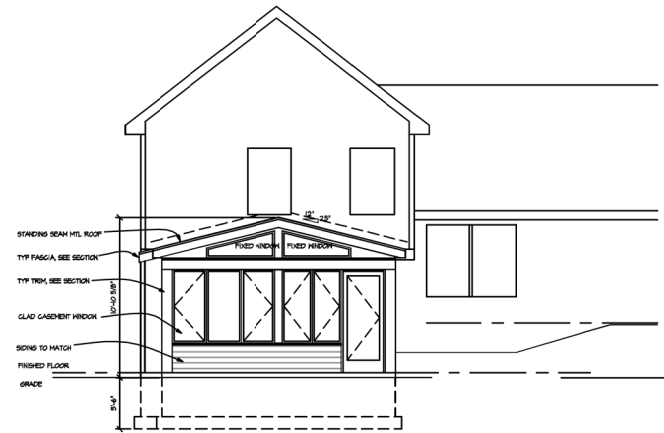
SITE PLAN
FLOOR PLAN AND FOUNDATION PLAN
CERTIFICATION AND GENERAL NOTES

THREE SEASON ROOM ADDITION
BERMAN RESIDENCE
1400 MADISON DR
BUFFALO GROVE, ILLINOIS 60089

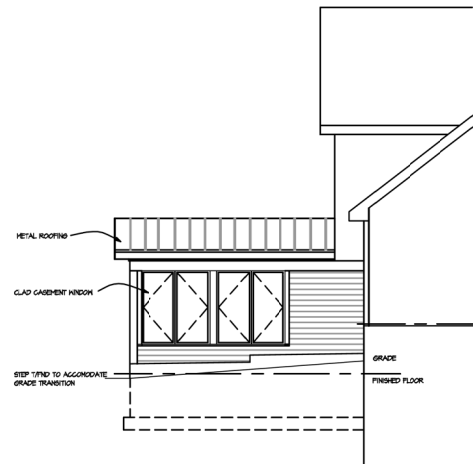
S. A. Petersen
Architects
1400 Madison Dr., Buffalo Grove, IL 60089
Cell: 847.261.1111 Fax: 847.261.1112

Date: 02 FEBRUARY 2020
Scale: 1/16"
Job Number: 00-018001

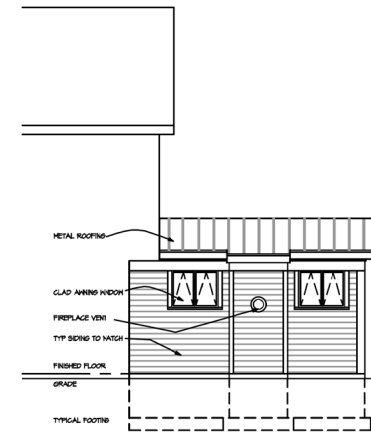
A1



1-A2 NORTHWEST ELEVATION
1/4" = 1'-0"



2-A2 SOUTH WEST ELEVATION
1/4" = 1'-0"



3-A2 NORTHEAST ELEVATION
1/4" = 1'-0"

4-A2 TYPICAL WALL SECTION
3/4" = 1'-0"

Revisions

SECTION AND DETAILS
EXTERIOR ELEVATIONS

THREE SEASON ROOM ADDITION
BERMAN RESIDENCE
1400 MADISON DR
BUFFALO GROVE, ILLINOIS 60089

S. Petersen Architects
1100 Oakbrook Terrace, Suite 100
Oakbrook Terrace, IL 60181
Office: 630-584-0000 Fax: 630-584-0001

Issue Date:
5 FEBRUARY 2025
Issue By:
nlp
Job Number:
1802025

A2

LUDLOW AND ASSOCIATES, INC.
Construction and Land Surveyors
7225 Caldwell, Niles, Ill., 60648.
Tel. (312) 647-7757

SPOT

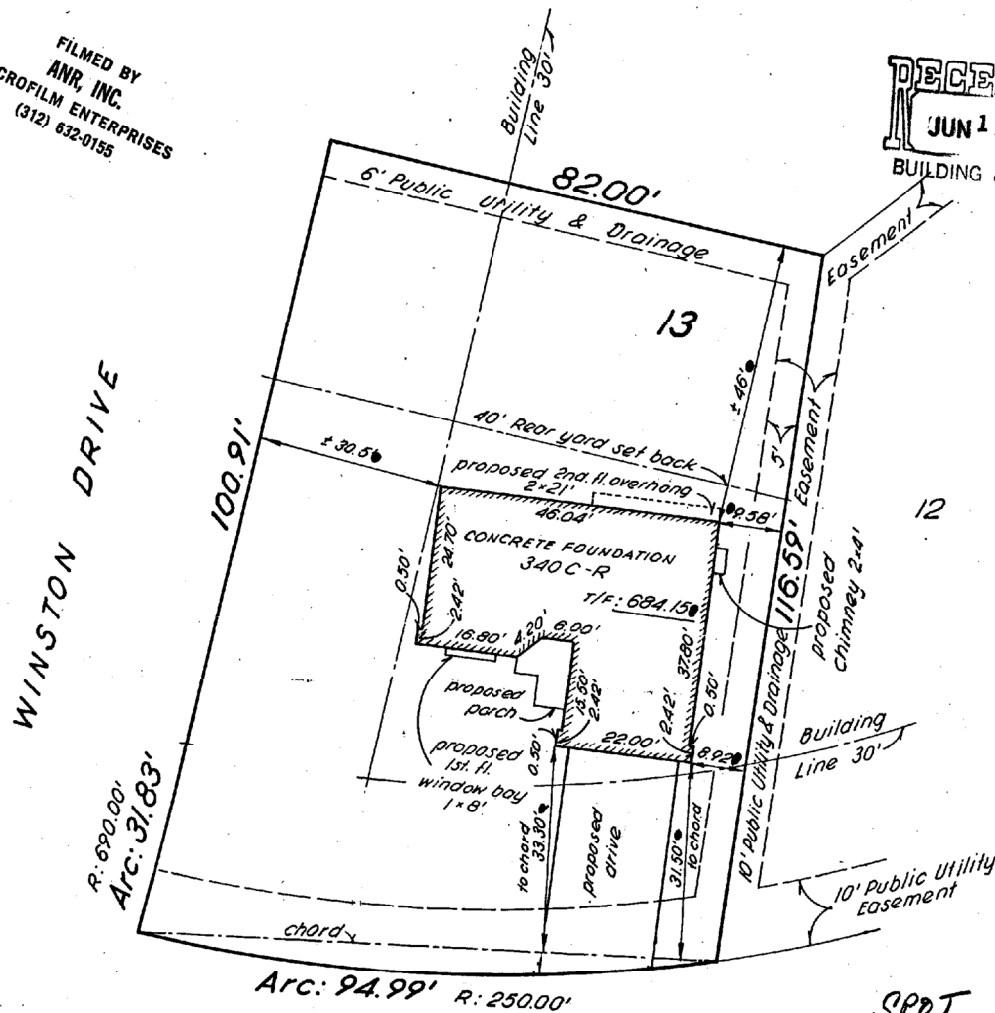
PLAT OF SURVEY

LOT 13 IN BLOCK 9 IN OLD FARM VILLAGE UNIT NO. 7 BEING A SUBDIVISION OF THE NORTH 1/2 OF SECTION 28, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED *January 14, 1997* AS DOCUMENT NO. *252 60 91* IN THE VILLAGE OF BUFFALO GROVE, LAKE COUNTY, ILLINOIS.

KNOWN AS: 1400 MADISON DRIVE, VILLAGE OF BUFFALO GROVE, LAKE COUNTY, ILLINOIS

FILMED BY
ANR, INC.
MICROFILM ENTERPRISES
(312) 632-0155

RECEIVED
JUN 12 1987
BUILDING & ZONING



MADISON DRIVE

SPOT

APPROVED

ZONING REVIEW

By John A Date 6-16-87

ENCLOSURE REVIEW

By John A Date 6-17-87

STATE OF ILLINOIS }
COUNTY OF COOK } S.S.

I, ALLEN D. LUDLOW Do hereby Certify that the above described property has been surveyed under my supervision, in the manner represented on the plat hereon drawn.

Dimensions are shown in feet and decimals
and are corrected to a temperature of
62° Fahrenheit.

Niles, Illinois, May 29th A.D. 198 7

Allen D. Ludlow
ILLINOIS REGISTERED LAND SURVEYOR NO. 35-1954



AGENDA ITEM SUMMARY

PLANNING AND ZONING COMMISSION

Regular Meeting: March 5, 2025

AGENDA ITEM 3.B.1.

January 15, 2025 - Draft Planning & Zoning Commission Meeting Minutes

Contacts

Liaison: Trustee Weidenfeld

Staff: Kelly Purvis

Staff Recommendation

Staff recommends approval.

Recommended Motion

The Planning and Zoning Commission approves the draft minutes from the January 15, 2025 Planning and Zoning Commission meeting.

Summary

None

File Attachments

1. 25-0115 - PZC Minutes



**MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION HELD
AT JEFFREY S. BRAIMAN COUNCIL CHAMBERS
FIFTY RAUPP BLVD, BUFFALO GROVE, IL 60089, WEDNESDAY, JANUARY 15, 2025**

CALL TO ORDER

Chairperson Weinstein called the meeting to order at 7:31 PM.

Roll call indicated the following were present: PZC Chairperson Weinstein, PZC Vice Chairperson Richards, PZC Commissioner Au, PZC Commissioner Moodhe, PZC Commissioner Worlikar, PZC Commissioner Spunt, PZC Commissioner Saxena, PZC Commissioner Schwartz.

Absent: PZC Commissioner Davis

Also present were: Trustee Liaison David Weidenfeld, Village Attorney Patrick Brankin, Deputy Director Kelly Purvis, and Associate Planner Andrew Binder

PUBLIC HEARINGS/ITEMS FOR CONSIDERATION

A. Consideration of a Special Use in the Industrial District (I) to open Child Care Center at 1390 Busch Parkway

Associate Planner Binder provided an overview of the special use request, and the anticipated operations of the after school tutoring program. He indicated that staff is in support of the request.

The Real Estate Broker, Anna Linscheid and the petitioner, Tatiana Khatamova were sworn in.

Linscheid indicated that the tutoring business would be operating the opposite hours of most other businesses in the multi-tenant building. She noted there is plenty of parking available at this location and the use will complement the community.

Khatamova stated the business will aim to assist in the growth and development of kids and their families.

Com. Richards asked what the proximity of the brewery is to the after-school tutoring facility and if it would impede the liquor license.

Binder indicated that Liquid Love Brewing is in the building to the south on the opposite end of the property.

Attorney Brankin noted that the use in question does not have any location restriction in relation to a brewery.

Com Richards asked how many students are anticipated?

Linscheid stated there would be 4 kids per classroom with a total of 3 classrooms.

Khatamova stated that the subjects offered will be math, art, and language.

Com Richards asked the petitioner to walk through the parking demand.

Linscheid indicated that there are so many parking spaces available during the day and the hours of the use are complementary to the other uses in the center.

Com Au asked if there is an existing location or if this would be the first?

Linscheid stated yes, they have a waiting list of students and are currently renting a small space that they have outgrown.

Com Moodhe asked if they would anticipate people waiting in the parking lot?

Linscheid stated that would not be ideal. We think parents will want to run errands while the kids are in class.

Com Spunt asked about the dance studio next door, and if they thought that use could disturb their classes?

Linscheid responded that they do not anticipate it will be an issue and hope they will complement one another.

Com Worlikar asked about the student to staff ratio and number of students.

Linscheid stated 1 staff member would be assigned to each classroom. To begin they will have 4 staff with 3-4 students per classroom.

Com Saxena asked for clarification of the use and whether it is a tutoring location or childcare facility.

Linscheid responded that it is an afterschool program offering math, art and language tutoring.

The village staff report was entered into the record as Exhibit 1.

At 7:46pm the public hearing was closed.

Com Richards made a motion to recommend approval of the special use for a child care center at 1390 Busch Pkwy, subject to the conditions listed in the staff report. The motion was seconded by Com Worlikar.

The floor was opened for commissioner discussion.

Com Moodhe indicated that he remembered when the dance studio came forth for their special use request and the location of the brewery was discussed. He noted that the brewery is on the complete other side of the property and that there is an alley between the two buildings. He stated that it is far enough away from this use.

Moved by Kevin Richards, seconded by Neil Worlikar to recommend approval. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Kevin Richards, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Sujat Saxena, Don Schwartz

NAYS: 0 None

ABSENT: 1 Jason Davis

Motion declared Passed.

REGULAR MEETING

A. Other Matters for Discussion

B. Approval of Minutes

1. Draft Minutes of the November 20, 2024 Planning and Zoning Commission Meeting

Moved by Kevin Richards, seconded by Marc Spunt to approve the minutes of the November 20, 2024 meeting. Upon roll call, Commissioners voted as follows:

AYES: 8 Mitchell Weinstein, Kevin Richards, Amy Au, Adam Moodhe, Neil Worlikar, Marc Spunt, Sujat Saxena, Don Schwartz

NAYS: 0 None

ABSENT: 1 Jason Davis

Motion declared Passed.

C. Chairperson's Report

None.

D. Committee and Liaison Reports

Com Richards indicated that contracts for the fire station projects were approved.

Com Au indicated that she attended the meeting that took place in December where the fire station projects were approved.

E. Staff Report/Future Agenda Schedule

Staff indicated that the first meeting in February would be canceled.

Deputy Director Purvis also noted that staff is still working to put together a PZC member training session, and more information about this will be shared soon.

F. Public Comments and Questions

All comments will be limited to 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Planning and Zoning Commission business and not on the regular agenda for discussion.

ADJOURNMENT

The meeting was adjourned at 7:51pm.

